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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: January 4, 1995 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Hazardous Materials Program Report - Sue Cone	8:35 - 8:45
III.	BEHM Update - Ben Gale	8:45 - 9:00
IV.	EMF Report - Richard Lee	9:00 - 9:15
V.	Community Emergency Response Notification - Richard Lee	9:15 - 9:30
VI.	Department of the Environment - Howard Strassner	9:30 - 9:45
VII.	New Business/Next Month's Agenda	9:45 - 10:00

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IF YOU ARE UNABLE TO ATTEND, PLEASE CALL
SUKEY SCHWARTZ, SECRETARY, AT: 554-2775

Disability Access

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: January 4, 1996
PLACE: 101 Grove Street, Room 302

Members Present:	Edward Fowlie, Jerry Grey, Steven Medbery, Barney Popkin, Anthony Sacco, Howard Strassner, Ed Fowlie, Alice Glasner, Aurea Luis-Carnes
Observers were:	Sue Cone (DPH), Ben Gale (BEHM), Don Lapin, Karen Strandoo (CAO) Maria Trapalis-Baird (CAO), Sukey Schwartz (Advisory Committee Secretary)

Meeting began at 8:45 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

The December Minutes were approved.

II. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone reported that the CUPA application was submitted in time to meet the deadline, and that San Francisco should meet the qualifications for the waiver to the State surcharge.

The Hazardous Materials Program (HMP), collected a $28,000 fine. The fine was levied against the Fergosi Paint Company for failure to inform the HMP that they had relocated. An additional $19,000 was received for the staff time spent in response to the fire at the company.

The Annual Report is on track to be heard before the Health Commission.

Ms. Cone made available copies of the Hazardous Materials Monthly report.

III. BEHM Update - Ben Gale

Mr. Ben Gale reported that the money received from the Fergosi Paint Company will be used to purchase an emergency vehicle. Any residual funds will be used to procure an evidence locker.

The CCSF budget process is beginning. No cuts for BEHM are anticipated. The Bureau will be requesting funding for the City Attorney's Office.

Mr. Henry Louie is in training for Emergency Response and will be added to the list at the end of January.

The site at Bay and Fillmore has been designated a Maher site (Article 20 of the Health and Safety Code). Activity during a recent excavation resulted in exposures that sickened twelve to fifteen people. Staff responded by closing the construction site. The Maher Ordinance provides that if the Health Department feels it is necessary to close down, the case is referred to the Director of the Bureau of Building Inspection for approval.

Historically oversight of UST clean-up at 501 Tunnel Avenue, has been performed by San Mateo County, even though the county line divides the property. After a discussion with representatives from the San Mateo Local Oversight Program (LOP), it was agreed that any clean-up on San Francisco property would be overseen by the San Francisco LOP and any clean-up on San Mateo property would be overseen by San Mateo. This change better accommodates citizens of San Francisco inasmuch as San Francisco has a public participation process and San Mateo does not.

We will be implementing direct billing of businesses for the SFFD staff person, Cynthia Woo, in an effort to increase program cost recovery.

The Lead Program has identified 77 sites in three zip code areas, including Bayview/Hunters Point, that require soil testing. It was suggested that once contamination is identified, the Department of City Planning be notified as well as property owners and mortgage holders. The challenge is to expand this testing to the entire City.

IV. EMF Report - Richard Lee

Mr. Richard Lee displayed a chart that showed the electro-magnetic spectrum. Ninety cellular transmitters have been installed in the City. There were no restrictions on installation at the time, so their location was not tracked.

Pacific Bell recently proposed to install thirty additional cellular sites in the City. A Board of Supervisors committee has been convened to determine whether a special commission should be formed to oversee cellular transmitter site installation. An alternative to the commission may be the formation of a City Agency task force to perform this function.

The Department of Public Health will be reviewing all the research that has been done on Radio Frequency (RF), and assessing the research. Mr. Lee will report to the HMAC periodically, as information becomes available. Mr. Anthony Sacco suggested the Committee contact Ralph Nader to review studies that have been done on RF. HMAC should also contact Dr. Fran Taylor to get a copy of a study on cancer rates in the City.

Sutro Tower is the single largest transmitter of RF and has been in the same neighborhood for twenty-one years. Studies have been done and none indicates a higher cancer rate than in any other City neighborhood.

V. Community Emergency Response Notification - Richard Lee

The Emergency Response Plan is complete and designates responsibilities in dealing with disasters to different City departments. AHM facilities are required to identify and develop a plan to notify nearby sites that would be vulnerable in an emergency. The SFFD is ultimately responsible for notifying the public in the event of an evacuation. Representatives of the Health and Fire Departments have been granted authority to activate the Emergency Broadcasting System (EBS) should community notification become necessary.

VI. Department of the Environment - Howard Strassner

Mr. Howard Strassner is optimistic about the plans for the new Department of the Environment. It appears that there will be emphasis on education and community outreach.

VII. New Business/Next Month's Agenda

Mr. Anthony Sacco moved that the committee send a letter to the Board of Supervisors in support of the Birth Defects Prevention Act of 1984 and in opposition to SB808. The Motion passed unanimously.

Mr. Scott Nakamura will be invited to give a report on the Hazardous Waste Program at the next meeting.

Mr. Richard Lee will report on the 911 system as it relates to Emergency Response.

The Committee members will discuss ideas for field trips to locations such as the Household Hazardous Waste facility, the Office of Emergency Services and the Sanitary Fill facility.

Mr. Popkin urged members to recommend new members for the HMAC.

Meeting adjourned at 10:35 A.M.

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Hazardous Materials Program
101 Grove Street, Room 220

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: February 1, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Hazardous Waste Program Report - Scott Nakamura	8:35 - 8:55
III.	BEHM Update - Ben Gale	8:55 - 9:10
IV.	911/Emergency Response Report - Richard Lee	9:10 - 9:30
V.	HMAC Discussion on Field Trips	9:30 - 9:50
VI.	New Business/Next Month's Agenda	9:50 - 10:00

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: February 1, 1996
PLACE: 101 Grove Street, Room 302

Members Present: Tom Bernard, Edward Fowlie, Neil Gendel, Alice Glasner, Aurea Luis-Carnes, Steven Medbery, Barney Popkin, Anthony Sacco, Howard Strassner

Observers were: Sue Cone (HAZ MAT), Ben Gale (BEHM), Don Lapin, Scott Nakamura (Haz Waste), Maria Trapalis-Baird (CAO), Douglas Metz (Student), Sukey Schwartz (Advisory Committee Secretary)

Excused: Jerry Grey, Daniel Huff

Meeting began at 8:45 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

The January Minutes were approved.

Mr. Howard Strassner requested that discussion of Rfs (Radio Frequency) be added to item IV of this month's agenda.

Gary A. Floyd, Environmental Scientist, has applied to be a member of the HMAC, and is expected be approved by the Board of Supervisors.

Ms. Maria Trapalis-Baird reported that the CAO's office received an $86,000 grant from the California Integrated Waste Management Board to implement a program to provide pick-up of household hazardous waste, and drop-off facilities for latex paint. This is a one year pilot program.

Mr. Anthony Sacco made the following announcement:

> The Citizen's Advisory Committee Bayside Sub-Committee meeting will be held Saturday; February 10th, at the Southeast Water Pollution Control Plant between 9:00 and 12:00. The agenda is the update of the Regional Water Quality Control Board cease and desist order.

II. Hazardous Waste Program Report - Scott Nakamura

Mr. Scott Nakamura distributed an outline of his presentation that included the following topics:

City Departments
Private Sector
Site Assessment and Remediation
Public Services
Current Staffing and
Budget

Mr. Nakamura works with David Pheifer of the District Attorney's office on issues requiring legal remedy.

III. BEHM Update - Ben Gale

Community Groups are meeting to discuss the proposed Moratorium on toxics in the Bayview/Hunter's Point area. The DPH is drafting a plan for the Moratorium.

The Bureau of Environmental Health Management will be participating in the development of the new Department of the Environment.

The Annual Report is now in Dr. Larry Meredith's possession and is on track to be heard before the Health Commission.

Ms. Sue Cone reported that the CUPA application will be heard at a special hearing on February 27, at 1:00 P.M. The approval of the amendment to eliminate AHM permitting will be an agenda item during the March HMAC meeting.

IV. 911/Emergency Response Report - Richard Lee

In response to a request by Aurea Luis-Carnes, Mr. Richard Lee reported that 911 calls go first to the Fire Department and then the Haz Mat Emergency Responder when it is appropriate.

Mr. Howard Strassner moved that the HMAC send a letter to the Board of Supervisors in support of the formation of a committee to look into the risks of RFs generated by cellular telephone transmitters and to propose a 12 month moratorium until a study can be done. The motion carried.

V. HMAC Discussion on Field Trips

The secretary to the HMAC will request that the April meeting of the HMAC be held at the Office of Emergency Services on Turk Street.

VI. New Business/Next Month's Agenda

Mr. Anthony Sacco shared with the Committee that, as a result of committee action, the Board of Supervisors passed a Resolution in support of the HMAC's position on the use of Methyl Bromide.

The HMAC will invite Mr. Pheifer (DA's Office) to address the committee next month. Mr. Pheifer will report on the settlement paid by the City in the "Triple A" incident.

Ms. Amy Brownell will be invited to address the HMAC on issues of toxic contamination and cleanup at Treasure Island and Hunters Point.

The Committee requested that Mr. Nakamura bring a list of examples of sites and situations that may fall under the jurisdiction of the Health Department.

The Office of Emergency Services has the list of locations of the sirens the committee requested. The secretary will request a copy of the list.

Mr. Howard Strassner requested that representatives from the proper agencies be invited to address the committee on the subject of the site of the proposed downtown ballpark.

Ms. Aurea Luis-Carnes moved that the committee write a letter to the Board of Supervisors requesting that they look into contaminants at the proposed downtown ballpark site, estimate and evaluate possible remediation costs, recommend appropriate cost sharing for cleanups and provide this information to the public in a timely way prior to March 26, 1996.

The secretary will arrange to hold the April meeting of the HMAC at the Office of Emergency Services on Turk street.

Meeting adjourned at 10:45 A.M.

Hazardous Materials Program
101 Grove Street, Room 220

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ANNOUNCEMENT OF MEETING

DATE: March 7, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Hazardous Materials Program Report - Sue Cone	8:35 - 8:45
III.	BEHM Update - Ben Gale	8:45 - 9:00
IV.	Childhood Lead Poisoning Prevention Program - Karen Cohn	9:00 - 9:30
V.	ACTION ITEM: Vote on Approval of Article 21 Amendment Regarding Acutely Hazardous Materials	9:30 - 9:50
VI.	New Business/Next Month's Agenda	9:50 - 10:00

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Central Office **101 Grove Street** **San Francisco, CA 94102**

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HAZARDOUS MATERIALS ORDINANCE AMENDMENT FOR APPROVAL at the HMAC MEETING of MARCH 7, 1996

The proposed amendment to the Hazardous Materials Ordinance:

- Establishes Division IV Risk Management and Prevention Program in Article 21 (Attached to this summary)
- Incorporates, by reference, the RMPP requirements of the CA Health and Safety Code, Chapter 6.95.
- Provides clear authority to DPH to implement the Risk Management and Prevention Program (RMPP).
- Establishes RMPP fees as follows:

Comprehensive RMPP fee (one time)	$2720
Modified RMPP fee (one time)	595
Annual Comprehensive RMPP fee	340
Annual Modified RMPP fee	170

- Specifies that AHM facilities shall be inspected on an annual basis.
- Eliminates AHM Permitting as it previously existed.

The above provisions of the HMO amendment are consistent with the discussion concerning acutely hazardous materials at the October, 1995 meeting of the HMAC. This amendment does not compromise the health and safety of San Francisco. Rather, approval will result in an improvement, since we will be given express authority to request RMPPS from businesses and charge fees which have been determined to be adequate to cover program costs..

(((6) When applicable, a designation that the permit is a temporary permit;))

(((7))) (6) Any special conditions of the permit.

(b) The permittee shall post a notice, in a location open to public access at all times, at each establishment for which a permit is obtained. The notice shall contain:

(1) A copy of the permit obtained pursuant to this section;

(2) A designation by symbols, pursuant to the National Fire Protection Association's Identification System - Fire Hazards of Materials, of the hazardous materials that the permit authorizes the permittee to handle; and

(3) The address and telephone number of the Health Department office where the records on the permit are maintained.

The form for this notice shall be prepared by the Director of Health who shall also maintain for public inspection and copying the most up-to-date National Fire Protection Association's Identification System - Fire Hazards of Materials Standards.

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Section 5. Part II, Chapter 5 (Health Code), Article 21, Division IV is inserted to read as follows:

DIVISION IV

RISK MANAGEMENT AND PREVENTION PROGRAM

SEC. 1125. SUBMISSION OF RMPP. (a) The Director may require any acutely hazardous material ("AHM") handler to submit an RMPP in accordance with provisions of Article 2, Chapter 6.95 of the Health and Safety Code, commencing with Section 25531.

(b) If the Director determines that there is a significant likelihood of risk pursuant to Section 25534 of the Health and Safety Code, the AHM handler shall submit an RMPP in accordance with a timetable based on the Director's estimate of the relative risks associated with the use of each identified acutely hazardous material ; provided that, the RMPP shall be submitted within 12 months following the Director's request.

(c) The RMPP, and any revisions, shall comply with all information and certification requirements specified in Article 2, Chapter 6.95 of the Health and Safety Code. The handler shall provide any additional technical or clarifying information in its possession deemed necessary by the Director to clarify the RMPP or which is reasonably necessary to determine RMPP sufficiency.

SEC. 1125.1. RMPP FOR MULTIPLE ESTABLISHMENTS. If the Director determines that two or more establishments are substantially identical, and that the handling of acutely hazardous materials is substantially similar at all establishments, the AHM handler and operator, or owner, may prepare a single generic RMPP applicable to all those establishments.

SEC. 1125.2. NOTICE OF DEFECTS AND SUBMISSION OF CORRECTED RMPP. The Director shall review the completed and certified RMPP and notify the AHM handler of any deficiencies. The AHM handler shall submit a corrected RMPP within 60 days of the notification of defects, unless granted a one-time extension of no more than 30 days by the Director. The Director may authorize the Bay Area Air Quality Management District ("BAAQMD") to conduct a technical review of the RMPP.

SEC. 1126. TERMS, RENEWALS AND IMPLEMENTATION. (a) The AHM handler shall maintain all records concerning an RMPP for a period of at least five years.

(b) The AHM handler shall review the RMPP and make necessary revisions to the RMPP at least every three to five years, as determined by the Director. A revised RMPP shall be submitted to the Director within 60 days following any modification which would materially effect the handling of an acutely hazardous material.

look up

(c) Except as specified in the Health and Safety Code Section 25535(d), the AHM handler shall implement all activities and programs specified in the RMPP within one year of certification by a qualified person that the RMPP is complete. The Director of Health may grant an extension of this deadline upon showing of good cause. The RMPP shall be implemented in accordance with the Health and Safety Code Section 25535.

SEC. 1127. MODIFICATION OF ESTABLISHMENT OR AHM HANDLING.

(a) A handler who intends to modify an establishment which may result in either a significant increase in the amount of acutely hazardous materials handled by the establishment or in a significantly increased risk in handling an acutely hazardous material, as compared to the amount of materials and risk identified in the establishment's RMPP relating to the process proposed for modification, shall comply with subsections (1) and (2) prior to operating the modified facility. This requirement does not apply to any handler that (i) increases production up to the establishment's existing operating capacity or (ii) increases production levels up to the production levels authorized in a permit granted pursuant to Health & Safety Code Section 43200.

(1) Where reasonably possible, the AHM handler shall notify the Director in writing of the intent to modify the establishment at least five calendar days before implementing any modifications. In the notification process, the AHM handler shall consult with the Director

when determining whether the RMPP and other supporting documents should be reviewed and revised. Where prenotification is not reasonably possible, the AHM handler shall provide written notice to the Director no later than 48 hours following the modification.

(2) Establish procedures to manage the proposed modification, which shall be substantially similar to the procedures specified in Section 1910.119 of Title 29 of the Code of Federal Regulations pertaining to process safety management, and notify the Director that the procedures have been established.

(b) The handler shall revise the appropriate documents expeditiously, but not later than 60 days from the date of the establishment modification.

SEC. 1128. PUBLIC REVIEW AND COMMENT OF RMPPs. Within 15 days after the Director determines the RMPP is complete, all the following must be satisfied:

(a) The Director shall make the RMPP available to the public for review and comment for a period of at least 45 days.

(b) A notice briefly describing and stating that the RMPP is available for public review at a certain location shall be placed in a daily local newspaper and mailed to interested persons and organizations.

(c) The Director shall consider these public comments in the review of the RMPP pursuant to Section 1125.

SEC. 1129. RMPP PRIOR TO APPROVAL OF A DEVELOPMENT PROJECT OR ISSUANCE OF A BUILDING PERMIT. Pursuant to Government Code Section 65850.2, within 5 days of submitting a development project application or building permit application to the City and County of San Francisco, the applicant shall certify to the Director whether or not the proposed project will be used for the handling of acutely hazardous materials in amounts equal to or greater than those specified in subdivision (f) of Section 1110.1. Within 25 days of receipt of such certification and such additional information as the Director deems adequate to determine whether an RMPP will be required, the Director shall issue either a notice of requirement to comply with, or determination of exemption from, the requirement for an RMPP.

Section 6. Part II, Chapter 5 (Health Code), Article 21, Division IV is renumbered and amended to read as follows:

DIVISION ((IV) V

ENFORCEMENT

SEC. 1132. AUTHORITY OF THE DIRECTOR. The Director of Health shall have authority to administer and enforce all provisions of this Article. Pursuant to this authority the Director of Health may issue certificates of registration and permits to operate hazardous materials storage facilities; deny, revoke or suspend any permits issued pursuant to this article; enforce the provisions of this article by any lawful means available for such purpose; inspect and monitor storage facilities; and require persons or businesses operating storage facilities to take actions to prevent the release of hazardous materials and to cleanup and abate a release of hazardous materials. The Director shall have authority to implement the provisions of Chapter 6.95 of the California Health and Safety Code applicable to an "administering agency," as there defined. The Director of Health and officials of the Fire Department, Department of Public Works, Department of City Planning and other affected departments shall mutually cooperate with each other to carry out the intent of this article.

SEC. 1134. PENALTIES

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: March 7, 1996
PLACE: 101 Grove Street, Room 302

Members Present:	Tom Bernard, Edward Fowlie, Neil Gendel, Jerry Grey, Steven Medbery, Barney Popkin, Anthony Sacco
Observers were:	Sue Cone (HAZ MAT), Don Lapin, Douglas Metz (Student), David Snyder, P.E., Karen Strandoo (CAO), Elaine Warren (CA), Karen Cohn (DPH), Sukey Schwartz (Advisory Committee Secretary)

Meeting began at 8:37 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Neil Gendel noted an omission in last month's minutes regarding a request that Ben Gale provide a report on the costs of toxic clean-up at the proposed Ballpark site. The January Minutes were approved

The Agenda was changed, noting that Ms. Sue Cone would provide the BEHM Update, Item III, because Mr. Ben Gale was unable to attend the meeting.

II. Hazardous Materials Program Report - Sue Cone

The new Industrial Hygienist has been hired for the Hazardous Materials Program. One of his duties will be oversight of the RMPP program.

An RFP was submitted, in the amount of $35,000, to hire a consultant to review AHMs for the City.

The CUPA application was approved by the State. The DTSC will now make a recommendation to CalEpa and the CUPA status will be formally adopted. Changes within the Department (such as combining Haz Waste inspections with those of Haz Mat) will have to take place in order to facilitate compliance with CUPA regulations.

The Monthly Report has been redesigned to reflect a more project-oriented format. Ms. Cone invited comments and suggestions on the report.

The HMAC is covered by the Sunshine Ordinance, and, because there are new members who may not be familiar with the Ordinance, Ms. Elaine Warren (CA) will give a presentation explaining the Ordinance at the HMAC meeting in May.

According to the Ethics Commission of CCSF, all Commissioners must file annual conflict of interest statements or face penalties. It is in all Committee members' best interest to file these statements in a timely fashion.

III. BEHM Update - Sue Cone

The Bureau of Environmental Health Management will move to Fox Plaza by June 30, 1996. The move will take place in order to seismically retrofit 101 Grove and to centralize the various Health Centers.

IV. Childhood Lead Poisoning Prevention Program (CLPP) - Karen Cohn

Ms. Karen Cone gave a report on the SF Health Code Article 26, Section 1625 that addresses the identification of lead hazards to children at non-housing sites citywide.

The San Francisco League of Urban Gardeners (SLUG) was contracted to perform a survey that identified approximately 80 sites observed to be child-accessible, and with the potential for lead-contaminated bare topsoil.

The CLPP has requested a $200,000 budget to hire a consultant to do soil sampling of the sites that have been identified. CLPP is asking the HMAC to make a motion to endorse the budgetary request as well as to support a prioritization of commercial lots that may pose lead hazards to children.

The HMAC will calendar a motion in support of the above-referenced requests at next month's meeting.

V. ACTION ITEM: Vote on Approval of Article 21 - Amendment re: AHMs

This Item was tabled due to lack of a quorum.

VI. New Business/Next Month's Agenda

There will be a vote on a resolution to support the requests of the CLPP.

The Committee will request a cost evaluation of clean-up at China Basin.

There will be discussion of the by-laws of the HMAC with attention to quorum requirements. In this vein, there will also be discussion of the enforcement of the rule that terminates members after three unexcused absences.

Ms. Elaine Warren (CA) will discuss the Sunshine Ordinance at the May meeting of the HMAC.

Meeting adjourned at 10:05 A.M.

City and County of San Francisco **Department of Public Health**

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: April 4, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Hazardous Materials Program Update - Sue Cone	8:35 - 8:45
III.	BEHM Update - Ben Gale	8:45 - 9:10
IV.	Action Item: Resolution to Support CLPP Requests	9:10 - 9:25
V.	Action Item: Resolution to approve Hazardous Materials Ordinance amendment regarding Acutely Hazardous Materials	9:25 - 9:35
VI.	Discussion of HMAC By-laws	9:35 - 9:50
VII.	New Business/Next Month's Agenda	9:50 - 10:00

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City and County of San Francisco Department of Public Health

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: April 4, 1996
PLACE: 101 Grove Street, Room 302

Members Present: Alice Glasner, Steven Medbery, Barney Popkin, Anthony Sacco, Howard Strassner

Observers were: Sue Cone (HAZ MAT), Don Lapin, Peter A. Pulido, (Private Industry), Elaine Warren (CA), Mark Younkin, Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Thomas Bernard, Edward Fowlie, Jerry Grey

Meeting began at 8:45 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Mr. Anthony Sacco announced that there would be a meeting of the Bayside Alternate Discharge Committee at the Southeast Community Center from 10:00 A.M. to 12:00 Noon on April 4, 1996.

Mr. Howard Strassner announced that Massachusetts has a recycling program that emphasizes curbside battery pickup.

Mr. Steve Medbery reported that the office of the CAO has a campaign in effect, intended to promote the use of safe cleaning products in the home. A press conference, attended by the CAO, was held to kickoff the street sign campaign.

Mr. Barney Popkin reminded Committee members to submit their Statement of Economic Interest forms.

The March minutes were not approved due to lack of a quorum.

II. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone reported that the HMAC Annual Report had not gone before the Executive staff at their last meeting. As originally planned the Report was not reviewed, due to a busy calendar, and will be scheduled for a meeting in May.

The amendment to the Hazardous Materials Ordinance will be heard by Executive Staff on April 15th.

The Bureau is on track to become a certified CUPA on July 1, 1996.

An RFP was issued to solicit contract consultants to review RMPPs.

Staff is in the process of filling two Senior Environmental Health Inspector positions for Haz Mat and Haz Waste. There were 59 applications for the two positions.

The Bureau will be relocating to Fox Plaza by July 1, 1996. Mr. Patrick Fosdahl was selected to be the lead coordinator of the move. With Mr. Fosdahl's energies being redirected, approximately 20 businesses per month will go uninspected.

III. **BEHM Update - Ben Gale**

Mr. Ben Gale announced that Jim Ambrose, Ph.D., had recently been hired to fill an Industrial Hygienist position in the Haz Mat program. Mr. Gale added that Mr. Ambrose has excellent credentials and experience with RMPPs, and will be able to assume certain of Mr. Fosdahl's responsibilities during the move to Fox Plaza.

The Mission Bay Citizen's Advisory Committee will be phased out because the Cattelus Corporation has ceased its development efforts in that area of the City. Ms. Amy Brownell, who has worked primarily with the Committee, will stay on with the Bureau, working on related issues regarding Hunter's Point and Treasure Island.

CUPA will bring together the Haz Mat and Haz Waste programs. As planned, the Local Oversight Program is phasing out their program because they are continuing to close sites contaminated as a result of leaking underground storage tanks. State funding for responsible party re-reimbursement will cease in 2005.

Members of the Health Department have met with the DA and the CA with regard to taking a more aggressive stance against violators. The DA's office would like to address sand and hydro blasting of buildings with lead paint. Legislation is needed in order to deal with this problem, and Mr. Gale requested input from the HMAC for its design.

IV. **Action Item: Resolution to Support CLPP Requests**

A vote was not possible due to lack of a quorum.
Mr. Howard Strassner will talk with Mr. Neil Gendel about drafting more specific language endorsing the CLPP requests.

V. **ACTION ITEM: Resolution to approve Hazardous Materials Ordinance amendment regarding Acutely Hazardous Materials**

This Item was tabled due to lack of a quorum.

VI. **Discussion of HMAC By-laws**

This item was tabled due to lack of a quorum.

VII **New Business/Next Month's Agenda**

Vote on a new resolution to support the requests of the CLPP.

Vote on a proposed Ordinance amendment that would eliminate AHM permitting.

Mr. Popkin will write an informal letter in support of the AHM Ordinance amendment to the Health Commission.

Mr. Popkin will request that the Mayor fill his two vacant slots on the HMAC.

An Agricultural Commissioner will address the group regarding the use of pesticides in San Francisco Parks. A member of Park and Rec will also be invited.

Vote to approve Ordinance amendment as it is set forth in the Executive Summary of the Annual Report.

There will be discussion of the by-laws of the HMAC with attention to quorum requirements. In this vein, there will also be discussion of the enforcement of the rule that terminates members after three unexcused absences.

Meeting adjourned at 10:05 A.M.

City and County of San Francisco
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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: May 2, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Hazardous Materials Program Update - Sue Cone	8:35 - 8:45
III.	BEHM Update - Ben Gale	8:45 - 8:55
IV.	Action Item: Resolution to Support CLPP Requests	8:55 - 9:15
V.	Action Item: Resolution to approve Hazardous Materials Ordinance amendment regarding Acutely Hazardous Materials	9:15 - 9:25
VI.	Discussion of HMAC By-laws	9:25 - 9:35
VII.	Report on use of Pesticides in San Francisco Parks Hillary Stoermer, Industrial Hygienist, Rec and Park	9:35 - 9:55
VIII.	New Business/Next Month's Agenda	9:55 - 10:00

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES
DATE: May 2, 1996
PLACE: 101 Grove Street, Room 302

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Members Present: Ed Fowlie, Alice Glasner, Jerry Grey, Aurea Luis-Carnes, Steven Medbery, Barney Popkin, Anthony Sacco, Howard Strassner

Observers were: Sue Cone (HAZ MAT), Ben Gale (BEHM), Don Lapin, Hillary Stoermer (Rec and Park), Maria Trapalis-Baird (CAO), Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Thomas Bernard, Frank Donahue

Meeting began at 8:37 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Mr. Barney Popkin announced that Don Lapin has applied to the Board of Supervisors for appointment to the HMAC. Mr. Popkin will write a letter of support for Mr. Lapin.

Mr. Popkin also announced that a field trip will be held on Serpantanite (rocks containing asbestos) which are the official State rock. The field trip will take place in San Francisco, Marin and Sonoma Counties, on Saturday, May 18th.

Mr. Anthony Sacco announced that there will be a meeting of the Bayside Alternate Discharge Committee at the Southeast Community Center from May 4 from 9:00 A.M. to 11:00 A.M.

Ms. Maria Trapalis-Baird (CAO) announced a new program in which "low-riders" are targeted to participate in oil recycling. The program is very popular.

A quorum was present and the April minutes were approved.

II. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone reported that staff of the Hazardous Materials Program and the San Francisco Chamber of Commerce gave a joint presentation to interested UST owners.

The new Industrial Hygienist began working for the BEHM two weeks ago. He has a very full work load and will be implementing the RMPP Program.

The Annual Report was reviewed by Executive staff and will go before the Health Commission at its June 4th meeting. The HMAC Co-chair will give a brief presentation and summary of HMAC activities.

July 1st, BEHM will become a certified CUPA. A work plan and implementation team will convene in order to ensure that the Bureau is in compliance with CUPA regulations.

There is a meeting tonight at the Southeast Community Health Center regarding the proposed Toxics moratorium.

Ms. Cone distributed a chart that outlines which of the surrounding counties regulate and assess fees on government agencies.

III. BEHM Update - Ben Gale

Mr. Ben Gale announced that the move to Fox Plaza is proceeding. Meetings are going on daily to work out the details of the centralization. Mr. Gale expects that customer service will improve with the various divisions all at one location.

Several grants have been received for the Lead Program, the Solid Waste Program and the Local Emergency Planning Committee (LEPC).

The Bureau received final approval for funding of the Emergency Response vehicle. It will be used mainly for transporting contaminated materials and incident response.

Mr. Larry Pong, Principal Health Inspector, has been identified Environmental Health Professional of the Year. He has received statewide recognition, as well as a monetary prize to be donated to charity in his name.

The San Francisco Health Department, as well as the City Attorney staff are continuing to meet with DTSC staff to discuss the roles and responsibilities for implementation of SB 1248, the legislation that allows local agencies to oversee clean-up of contaminated sites.

Mr. Gale is working with others to establish guidelines for sand-blasting, hydro-blasting of lead-painted buildings. Currently there are no regulations for these activities.

IV. Action Item: Resolution to Support CLPP Requests

There was a Motion in support of using City Funds to survey and sample open areas that are attractive nuisances and have the possibility or history of lead poisoning of children.

The Motion passed unanimously.

V. **ACTION ITEM: Resolution to Approve Hazardous Materials Ordinance Amendment Regarding Acutely Hazardous Materials**

The Motion passed unanimously.

VI. **Discussion of HMAC By-laws**

In the interest of time, this item was carried over to next month's agenda.

VII. **Report on Use of Pesticides in San Francisco Parks - Hillary Stoermer**

Ms. Hillary Stoermer, Industrial Hygienist (Rec and Park) reported that Green Corps and the Pesticide Watch Education Fund had issued a report on the Rec and Park's Pest Control Program, alleging "..excessive and indiscriminate use of pesticides by the Rec and Park". They assigned the group a report card grade of "D" for its role in protecting public health and the environment from toxic pesticides.

Ms. Stoermer distributed a copy of a Memo from Jim Cooney (Asst. Superintendent of Parks) to the Rec and Park Commission regarding the Adoption of an Integrated Pest Management Policy. In its executive summary, the Memo contains the recommendations made in the "D" graded report. Although Ms. Stoermer agrees with many of the recommendations, she stated that Rec and Park is in compliance with current regulations. Ms. Stoermer added that the report, while stating that the Rec and Park were using dangerous pesticides, failed to include that the pesticides were authorized and being used in very small doses. Ms. Stoermer noted that there were other inaccuracies and omissions in the report.

Ms. Stoermer chairs a committee entitled "Pest Management Advisory Committee" (PMAC). PMAC is submitting a budget request of $100,000 to hire a consultant to establish Integrated Pest Management Policy. She is working with Supervisor Kevin Shelly to include all City Departments in the Pest Control Legislation coming from his office.

VIII **New Business/Next Month's Agenda**

Mr. Howard Strassner submitted his resignation after having served on the Committee for 12 years. Mr. Popkin accepted the letter with a "very heavy hand".

Ms. Aurea Luis-Carnes asked the Committee to write a letter to Supervisor Sue Bierman in support of Ms Luis-Carnes' request to become the liaison between the HMAC and the Oversight Committee which deals with EMFs.

Discussion of the HMAC by-laws.

Discussion of the use of pesticides in San Francisco parks.

Steve Medbery will give an update on the Clean Water Program.

Meeting adjourned at 10:05 A.M.

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ANNOUNCEMENT OF MEETING

DATE: June 6, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Hazardous Materials Program Update - and Recognition of Larry Pong - Sue Cone	8:35 - 8:45
III.	BEHM Update - Ben Gale	8:45 - 8:55
IV.	Discussion of HMAC By-laws - Tony Sacco	8:55 - 9:15
V.	Action Item: Resolution to Endorse Pesticide Ordinance	9:15 - 9:30
VI.	Update on the Clean Water Program - Steve Medbery	9:30 - 9:50
VII.	New Business/Next Month's Agenda	9:50- 10:00

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MINUTES
DATE: June 6, 1996
PLACE: 101 Grove Street, Room 302

Members Present:	Tom Bernard, Ed Fowlie, Frank Donahue, Mark Galbo, Alice Glasner, Steven Medbery, Barney Popkin, Anthony Sacco
Observers were:	Sue Cone (HAZ MAT), Ben Gale (BEHM), Brad Drda, Gary Floyd, Doug Kern, Don Lapin, Karen Strandoo, Elaine Warren (CA), Mark Younkin, Sukey Schwartz (Advisory Committee Secretary)
Members Excused:	Jerry Grey

Meeting began at 8:35 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

A quorum was present and the May minutes were approved with two minor changes.

Mr. Barney Popkin announced that Mr. Mark Youngkin and Mr. Don Lapin have been approved for appointment to the HMAC by the Rules Committee and will be formally appointed by the full Board of Supervisors. Mr. Popkin extended them a warm welcome.

The HMAC Annual Report was presented at the Health Commission last Tuesday and was approved with no opposition. There was also discussion of the Cancer study being done on the Bayview/Hunters Point area.

Recognition of Senior Environmental Health Inspector, Larry Pong, was moved to Agenda Item number III, BEHM Update - Ben Gale.

II. Hazardous Materials Program Report - Sue Cone

The Local Oversight Program (LOP) is funded through a State Water Resources Control Board grant and its budget is being increased to just under $500,000.00. This will not translate into any new positions since the additional funds are needed to meet provisions of employee MOUs.

LOP was recently audited by the State. The auditor will return to conduct a closing conference next month, but has yet to contact the LOP.

The amendment to the Hazardous Materials Ordinance regarding the elimination of separate AHM registration was heard before the Health Commission on Tuesday. It was passed on to the Board of Supervisors without opposition.

There are currently two vacancies for Environmental Health Inspectors in the Hazardous Materials Program.

The DTSC provided a class on tiered permitting and hazardous waste generator inspections for the purpose of cross-training inspectors as is necessary in implementing CUPA. The training will be ongoing as needed.

III. BEHM Update - Ben Gale

Mr. Ben Gale reiterated that the HMAC Annual Report had been unanimously approved and gave much credit to Mr. Popkin for his presentation of the report.

Mr. Howard Strassner was awarded two proclamations, one from the Board of Supervisor and the other from the Health Commission. Mr. Strassner served on the HMAC since 1984 and recently submitted his resignation, stating that the program seemed to be functioning on track and that his services were no longer necessary.

The Health Commission fully endorsed a cancer study proposal for the Bayview/Hunters Point area. The program is in the process of being formed and the Commission intends to assign three employees to work exclusively on its implementation.

The moratorium on toxics for the Bayview/Hunters Point Community remains under discussion. The community and the City need to reach consensus on issues that could arise from this proposed legislation, such as closing existing businesses and inhibiting future economic growth.

Mr. Gale continues to work with the offices of the D.A. and the C.A. to determine the feasibility of regulating hyro, sand and power-blasting of lead-painted buildings. Unfortunately, certain legalities may prevent local regulators from intervening in these activities. The Department of Public Health has a report investigating the scope of this problem that was conducted by the Childhood Lead Prevention Program.

Mr. Gale is looking forward to the centralization that will consolidate nine offices of Environmental Health. The move to Fox Plaza (1190 Market Street) will keep the Bureau in the Civic Center close to City Offices that BEHM deals with on a regular basis. October 1, 1996 is the new target date for the relocation.

IV. **Discussion of HMAC By-laws - Tony Sacco**

Mr. Anthony Sacco asked that HMAC members re-read the By-laws and send their recommendations to Sukey Schwartz (Secretary). There will be discussion of the recommendations at the August meeting of the HMAC.

V. **Action Item: Resolution to Endorse Pesticide Ordinance**

Mr. Sacco moved that a subcommittee convene to discuss the endorsement of the Recreation and Parks budget request to fund positions to support the program. The motion passed unanimously. Mr. Popkin, Mr. Sacco and Ms. Alice Glasner will meet to discuss the request and to compose a letter of support to be sent to the Board of Supervisors.

VI. **Update of the Clean Water Program - Steve Medbery**

Dan Rourke of the Clean Water Program (CWP) gave an overview of the program. CWP priorities include:

> Identification of discharges with follow up to comply with discharge requirements on a voluntary basis.
>
> Public Outreach. It was previously thought that businesses were the primary offenders, but Water Pollution Prevention Program studies show that as much as 50% of local water pollution results from residential contamination.

Paula Kehoe, also of the CWP, gave a slide presentation on the following projects the Program is promoting:

1. Street signs promoting the use of non-toxic cleaning products.
2. Pollution prevention guides for Printers, Hospitals and Painters.
3. Grow It! Organic Gardening guides for residential gardeners that are advertised through water bills, bus ads and public service announcements.
4. Fix It! A quick guide to car care including information on proper handling and disposal of used motor oil as well as a used motor oil recycling kit.

The majority of information is printed in English, Spanish, and Chinese.

VII **New Business/Next Month's Agenda**

Discussion of the HMAC By-laws - Tony Sacco

Presentation by Carol Bach (Port) on Pier 98 Wetlands Restoration Project and China Basin Investigations.

Presentation on Poison Control Center - Elise Stone, Health Educator

Meeting adjourned at 10:05 A.M.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: August 1, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

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II.	Hazardous Materials Program Update - Sue Cone	8:35 - 9:45
III.	BEHM Update - Ben Gale	8:45 - 8:55
IV.	Action Item: Vote to Amend HMAC By-Laws	8:55 - 9:15
V.	Presentation on Pier 98 Wetlands Restoration and China Basin Investigations - Carol Bach	9:15 - 9:35
VI.	Permitting Requirements for Hazardous Waste Facilities - Karen Strandoo	9:35 - 9:50
VII.	New Business/Next Month's Agenda	9:50- 10:00

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MINUTES
DATE: August 1, 1996
PLACE: 101 Grove Street, Room 302

Members Present:	Frank Donahue, Alice Glasner, Jerry Grey, Doug Kern, Don Lapin, Barney Popkin, Anthony Sacco
Observers were:	Sue Cone (HAZ MAT), Ben Gale (BEHM), Brad Drda (Sanitary Fill), José Gómez (Sanitary Fill), Karen Strandoo(HWMP) Kelley Etherington (HWMP), Bill Ritthaler (URS), Elaine Warren (CA), Bruce Giannini (SFUSD), Kathryn Hyde, Sukey Schwartz (Advisory Committee Secretary)
Members Excused:	Thomas Bernard, Gary Floyd, Mark Galbo, Steven Medbery,

Meeting began at 8:35 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

A quorum was present and the June minutes were approved.

Mr. Barney Popkin made the following announcements:

He has moved and his new address appears on the Member's List.

He attended the public hearings on the Sustainablilty Plan for the City of San Francisco and submitted written comments for their plan. Mr. Popkin invited all interested members to attend a meeting of SPUR at Noon on Tuesday, August 13, to hear Beryl Magliavy discuss the Sustainability Plan.

Mr. Popkin met with Maryanne Conoroy of the Mayor's office to try to generate interest in nominations for the HMAC. He also talked with Supervisors Tom Amiano and Leslie Katz, both of whom may have prospective members for appointment to the Committee.

When the new Commission on the Environment gains oversight of the HMAC, an amendment to the Ordinance will be required.

Mr. Popkin and Mr. Frank Donohue attended a dinner honoring Mr. Bill Lee, CAO. The event was held at the Miriwa Restaurant that accommodated approximately 900 guests. This marked Mr. Lee's first year in office.

II. Hazardous Materials Program Report - Sue Cone

The amendment to the Hazardous Materials Ordinance regarding the elimination of Acutely Hazardous Materials permitting is being sponsored by Supervisor Angela Alioto. The proposed amendment is expected to be in place by the second quarter of the fiscal year.

Ms. Sue Cone provided an overview of CUPA for the new HMAC members. San Francisco became certified by the State as a CUPA on July 1st of this year. One of the changes under CUPA is that tiered permitting will be an additional responsibility of the Health Department.

Hazardous Waste and Hazardous Materials inspections will become consolidated under CUPA. Ms. Cone distributed the chemical inventory reporting sheet that is currently used and the one that the State developed. The State is requiring a separate sheet for each chemical being reported which will make it very difficult to find emergency response information in the event of a release.

Laguna Honda Hospital is currently being inspected for compliance with the Haz Mat Program. Ms. Cone will keep the Committee updated, and expects the reports to be favorable.

III. BEHM Update - Ben Gale

Mr. Ben Gale reported that the Bureau now has a dedicated Emergency Response vehicle complete with sirens and a hydraulic lift. This will allow for more efficiency in responding to releases as well as decreasing the risk of injury to inspectors.

The Bureau has been involved in environmental clean-up in the Bayview/Hunters Point neighborhood. At one site they have successfully removed hazardous waste and installed a park with a bike path. Mr. Gale is satisfied that the Bureau has done a good job at this location. The Federal Government was originally responsible for the work in this area but failed to follow through with it.

Mr. Gale is working with the SFUSD to eliminate lead in the drinking water at San Francisco public schools.

A six month pilot program is underway to establish a 9/80 work week schedule. The pilot has been very successful so far for both employees and extending service hours for the public.

The move to Fox Plaza will take place within 120 days, consolidating the Health Centers and increasing customer service.

Mr. Gale suggested that the Committee look into issues related to Brownfields, the Lawrence Livermore Lab soil remediation study, and the International Standards Organization 14000 standard for environmental compliance.

IV. Action Item: Vote to Amend HMAC By-Laws

This item was put over to next month's agenda.

V. Presentation on Pier 98 Wetlands Restoration and China Basin Investigations - Carol Bach

Ms. Carol Bach displayed an artist's rendering of the Pier 98 wetlands project that the Port has been involved in. The Port is in the process of expanding the Wetlands area to include a picnic and barbecue area, a wheelchair accessible path, steps down to a sandy beach and a fish cleaning area with cleaning tables and salt water pumps. The Port does not have sufficient funding for these projects which include revegetation, however the Department of Public Works (DPW) has $100,000.00 that it must spend on an "environmental project". The DPW will use these moneys for this project if the Port is able to appropriate a supplemental grant from the General Fund.

Soil and groundwater at the site have been monitored for the last five years, prompted by the 1992 Ballpark Proposal at the same location. It has been determined that levels of contamination fall below the standards for drinking water in the City. The results are good news for all in favor of the China Basin Ballpark.

VI. Hazardous Waste Treatment Permitting Requirements for the Household Hazardous Waste Facility - Karen Strandoo

New facility permitting requirements have come down from the State. Historically, the State has simply issued variances for the Household Hazardous Waste Facilities. In 1994, a two page Interim Status Permit was issued. A new "Permit-by-Rule" system will be implemented by 1998. Under the "Permit-by-Rule" the State dictates that the City is the "Operator" rather than the Sanitary Fill Company and therefore liable for the facility. The State also requires an "Operations Plan".

Future plans for the Haz Waste program include remodeling and expansion of the drop-off facility by Candlestick Park. A pick-up program is being developed that will target elderly and those who do not have cars. One-day collection projects have been very successful and will occur with more frequency.

The "Hotline" for the Hazardous Waste Facility is 554-4333. For more information call the Sanitary Fill Company at 330-1400.

VII. **New Business/Next Month's Agenda**

Report on Brownfields - Jennifer Harnandez of the law firm of Beveridge & Diamond.

Presentation on Poison Control Center - Elise Stone, Health Educator

Meeting adjourned at 10:10 A.M.

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Department of Public Health
Bureau of Toxics, Health & Safety Services
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ANNOUNCEMENT OF MEETING

DATE: September 5, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Hazardous Materials Program Update - Sue Cone	8:35 - 9:45
III.	BEHM Update - Ben Gale	8:45 - 8:55
IV.	Discussion Regarding Amendment to HMAC By-Laws	8:55 - 9:15
V.	Report on Poison Control Center	9:15 - 9:30
VI.	Presentation on Brownfields - Jennifer Hernandez	9:30 - 9:50
VII.	New Business/Next Month's Agenda	9:50- 10:00

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Disability Access

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City and County of San Francisco **Department of Public Health**

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: September 5, 1996
PLACE: 101 Grove Street, Room 302

Members Present: Gary Floyd, Mark Galbo, Don Lapin, Steven Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin

Observers were: Sue Cone (HAZ MAT), Ben Gale (BEHM), Rhab Boughn, Brad Drda (Sanitary Fill), Bill Ritthaler (URS), Bruce Giannini (SFUSD), Susan Glendening, Kathryn Hyde, Elise Stone (Poison Control Center) Jennifer Hernandez (Beveridge & Diamond) Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Frank Donahue, Edward Fowlie, Alice Glasner, Doug Kern

Meeting began at 8:35 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

A quorum was present and the August minutes were approved.

Mr. Barney Popkin made the following announcements:

Mr. Popkin toured the Pier 98 Wetlands Restoration Project site with Port of San Francisco project manager/environmental specialist, Carol Bach.

He attended a SPUR discussion on Bayshore Citizens Guide to Bayview/Hunters Point Plan.

He attempted to attend Hunters Point Shipyard Restoration Advisory Board, but was unable to find a taxi cab that would take him to Hunters Point.

II. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone introduced herself to new members and gave a brief overview of the Haz Mat Program and how it is effected by the recent CUPA certification.

The City Attorney is in the process of writing proposed amendments to the Hazardous Materials Ordinance in order to accommodate CUPA provisions.

Ms. Cone distributed copies of the Hazardous Materials Ordinance and directed the attention of new members to Section 1103. Section 1103 deals with the role and responsibilities of the Hazardous Materials Advisory Committee (HMAC).

The Department of Public Works has three and a half million dollars for the removal and replacement of eighty City-owned underground storage tanks. The funds are strictly for removal and replacement and must be spent during the current fiscal year.

III. BEHM Update - Ben Gale

Mr. Ben Gale is creating a continuing education program within the Bureau of Environmental Health Management (BEHM) for the purpose of cross-training. There is very little funding available for any training so prioritization is very important. The highest priority will be for staff who need certification, followed by "job essential" training, and finally, general education for all staff including clerical.

Mr. Gale praised Ms. Cone's in-house training and "sign-off" model and stated that he will incorporate it in other areas of the Bureau.

Mr. Ed Halbach has recently filled a position as inspector for the Hazardous Materials program.

City Attorney (CA) Elaine Warren will be assuming the responsibilities of John Cooper (CA) who was formerly responsible for advising BEHM. The City Attorney's office anticipates that a replacement for Mr. Cooper will be named shortly.

IV. Action Item: Vote to Amend HMAC By-Laws

Mr. Anthony Sacco stated that the purpose of proposing to amend the by-laws was to reduce the number of members necessary to fulfill quorum requirements. Mr. Sacco elaborated that since Mr. Barney Popkin has come on as Co-chair he has revitalized the committee and there is no longer a need for an amendment.

The committee will follow the by-laws more carefully as they relate to unexcused absences.

V. Report on Poison Control Center - Elise Stone

Ms. Elise Stone does fundraising, outreach and education for the Poison Control Center. The need for educators in this field is ever increasing as people hunt wild mushrooms and experiment with herbal medicine, along with the traditional mixing of household cleansers and medications. Ms. Stone serves as a resource to educate others and enable them to hold their own workshops. She has a large lending library of videos on lead poisoning in various languages. The Center serves fifty hospitals in ten counties extending to the Oregon border.

Ms. Stone believes that poison prevention is not difficult and that anyone can do it with a little information. Grandparents are inadvertently responsible for many deaths because their medicine looks like candy, and because they do not use child proof tops. Last year, there were twenty-five thousand deaths from iron poisoning alone.

Poison Control is available twenty-four hours a day. Eighteen percent of funding comes from the State and the balance is supplied by the counties. The fees assessed on the counties are based on the amount served in the previous year. Certain counties have gone on strike because they believe the State has the money and should pay for poison control. The program is three hundred thousand dollars short this year.

VI. **Presentation on Brownfields - Jennifer Hernandez (Beveridge & Diamond)**

Ms. Jennifer Hernandez distributed a paper that she co-wrote with two colleagues from the law firm of Beveridge & Diamond. The publication states that the EPA describes Brownfields as "abandoned, idled or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination." The paper further informs that the "EPA is leading the federal government's Brownfields initiatives, but many of the most innovative and effective programs are emerging from the States...By the end of 1996, EPA plans to have selected and funded 50 pilot projects, providing up to $200,000 matching funds to public agencies and others to facilitate state and local efforts to encourage Brownfield cleanup and development".

VII. **New Business/Next Month's Agenda**

Report on Waterfront Plan - Dianne Oshima (Port)
Address funding crisis of Poison Control Center - Tom Kearney, Director

Meeting adjourned at 10:35 A.M.

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ANNOUNCEMENT OF MEETING

DATE: October 3, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:40
II.	Hazardous Materials Program Update - Sue Cone	8:40 - 9:50
III.	BEHM Update - Ben Gale	8:50 - 9:00
IV.	Report on Waterfront Plan - Dianne Oshima (Port)	9:00 - 9:25
V.	Poison Control Center Funding Crisis - Tom Kearney	9:25 - 9:40
VI.	New Business/Next Month's Agenda	9:40- 10:00

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: October 3, 1996
PLACE: 101 Grove Street, Room 302

Members Present: Tom Bernard, Edward Fowlie, Mark Galbo, Catania Galván, Alice Glasner, Susan Glendening, Jerry Grey, Doug Kern, Don Lapin, Steven Medbery, Mark Youngkin

Observers were: Sue Cone (HAZ MAT), Ben Gale (BEHM), Kathryn Hyde, Kelley Etherington (Hazardous Waste Management Program), Diane Oshima (Port) Tom Kearney (Poison Control Center) Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Barney Popkin, Tony Sacco

Meeting began at 8:40 A.M.

I. Introductions, Announcements, Agenda Changes

Steve Medbery chaired the meeting and introduced the three new Committee members.

A quorum was present and the September minutes were approved with the correction of one minor clerical error.

Mr. Medbery made the following announcements:

The Rules Committee met yesterday and approved six nominations to the new Environmental Commission (one more to follow), Annie Eng, Rebecca Evans, Steven Krefting, Beryl Magilavy, Paul Okamoto and Linda Richardson.

The Rules Committee also approved several other board appointments (including to the Lead Poisoning Prevention and the Lead Hazard Reduction Citizens' Committees) and approved the pesticide ordinance (reduces pesticide use by the City by 50% by 1998, and a total ban by 2000, establishes an integrated pest management plan), as well as the lead ordinances (gives the Health Department authority to implement residential lead programs) that Neil Gendel has been working so hard to put forth.

II. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone introduced herself to new members and gave a brief overview of the recent CUPA certification for the City and County of San Francisco. CUPA must be implemented by July 1 of next year.

The Federal Environmental Protection Agency may be requiring the State to rewrite the new standardized disclosure form that it designed.

Ms. Cone distributed a press release by the California Environmental Protection Agency that addresses new provisions under CUPA, including, among other issues, permit-by-rule, and the new state service charges.

Ms. Cone has been very involved in discussions surrounding the approval of State activities to be funded by CUPA service charges, as well as other CUPA implementatioon issues. Ms. Cone reports that the City will not forward money to the State for these programs.

III. BEHM Update - Ben Gale

Mr. Ben Gale announced that there will be a "Table Top" exercise simulating a hazardous material release. The event will take place October 10, at the San Francisco Office of Emergency Services.

Mr. Gale has been working with a community organization called the Southeast Alliance for Environmental Justice (SAEJ). SAEJ deals with toxics issues in the Bayview/Hunters Point area.

An illegal disposal of hazardous waste in the Bayview/Hunters Point area was recently captured on video. The violators realized they were being filmed and seemed unconcerned. They have yet to be apprehended.

Mr. Gale discussed a recent Town Hall meeting with Dr. Sandra Hernández, Director of the Department of Public Health. Mr. Gale reported that many employees were relieved to hear first-hand that the Bureau of Environmental Health Management will remain intact. He stated that there had been much concern that certain programs were going to fall under the new Environmental Commission.

At the Town Hall meeting Dr. Hernandez also announced that Mayor Brown promised there would be no cuts to the Health Department's budget.

Mr. Gale is making it a priority to produce a Bureau Newsletter on a consistent basis. He would like to see the Bureau function as an educator as well as a law enforcement body.

IV. Report on Waterfront Plan - Dianne Oshima (Port)

Proposition H determined certain Landuse recommendations for the Port of San Francisco. Ms. Dianne Oshima distributed a color brochure that outlines the goals of the Waterfront plan. San Francisco wants to compete portwise with Oakland for large cargo industrial activities and other maritime uses.

As put forth in the Waterfront plan, for the area north of China Basin the focus will be more recreational and south will be used for industrial functions. The use of China Basin itself remains to be determined because there is, to date, no deal between the City and the San Francisco Giants on the Ballpark proposal.

Hazardous waste remediation will be of major concern when prioritizing funding for the various Port projects.

V. Poison Control Center Funding Crisis - Tom Kearney

Mr. Tom Kearney gave an overview of the recent funding crisis and near shut-down of the Poison Control Center. He then announced that a new funding source is in the planning stages.

The Blue Cross commissioned a study to determine the cost effectiveness of using the Poison Control Center rather than 911 and other emergency services. The Center received a provisional RFP from the State in order to keep running. Many governmental agencies are working together on the funding plan, and Mr. Kearney is very optimistic about it.

VI. New Business/ Next Month's Agenda

There was no new business.

Meeting adjourned at 9:55 A.M.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

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DATE: November 7, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:45
II.	Hazardous Materials Program Update - Sue Cone	8:45 - 9:00
III.	BEHM Update - Ben Gale	9:00 - 9:15
IV.	Report on Brownfields - Barbara Cook (Cal/EPA-DTSC)	9:15 - 9:40
V.	New Business/Next Month's Agenda	9:40- 10:00

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City and County of San Francisco Department of Public Health

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: November 7, 1996
PLACE: 101 Grove Street, Room 302

Members Present: Tom Bernard, Frank Donahue, Gray Floyd, Mark Galbo, Catania Galván, Alice Glasner, Susan Glendening, Jerry Grey, Doug Kern, Don Lapin, Anthony Sacco, Mark Youngkin

Observers were: Sue Cone (HAZ MAT), Ben Gale (BEHM), Bill Ritthaler (URS), Karen Strandoo, Paul Pierson, Brad Drda (Sanitary Fill), Jose Gomez (Sanitary Fill), Sukey Schwartz (Advisory Committee Secretary)

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Members Excused: Doug Kern, Steve Medbery, Barney Popkin

Meeting began at 8:35 A.M.

I. **Introductions, Announcements, Agenda Changes**

Barbara Cook was unable to attend the meeting, but will be available to address the Committee on Brownfields in December. Mr. Jim Henson of the U.S. Environmental Protection Agency (USEPA), and Ms. Martha Walters of the San Francisco Redevelopment Agency were present to discuss the Brownfields issue from their perspective, however.

The October Minutes were approved.

II. **Hazardous Materials Program Report - Sue Cone**

Ms. Sue Cone distributed copies of the HMAC Monthly Report for September and a document entitled, “Hazardous Materials Program Report to the HMAC”. The program report responds to recommendations in the 93-94 and 94-95 HMAC Annual Report. Many of the recommendations have either been implemented, or have outlived their usefulness.

The Hazardous Materials Program is required to be in compliance with current changes occurring at the State level. Ms. Cone has been working on a change to the Hazardous Materials Ordinance with the City Attorney, regarding the reporting of acutely hazardous materials. Although the amendment has already been reviewed and approved by the HMAC and the Health Commission, it is not in compliance with recently enacted State statute and must be modified before being calendared at the Board of Supervisors.

Eighty City owned underground storage tanks will be removed this fiscal year.

III. BEHM Update - Ben Gale

Mr. Ben Gale reported that he would be attending a press conference in Chinatown, that would address ceramic ware being used for food service. Some of the ceramics have been found to contain lead, barium and cadmium. The Bureau will obtain the authority from the State, within the next two weeks, to remove these dishes from the shelves of retail stores in San Francisco.

Richard Lee, the Bureau's Emergency Response Coordinator, was involved in responding to the recent oil spill in the San Francisco Bay. In such instances, primary responsibility lies with the U.S. Coast Guard, and secondly with the State Department of Fish and Game.

Mr. Jack Breslin has been acknowledged by the Mayor's Office for his outstanding management skills.

An accounting of the first quarter of the fiscal year has been completed reflecting that the Bureau has collected eighty percent of its projected revenue to date. Four and a half to eight percent fee increases will be imposed on businesses this fiscal year. Hazardous Materials program fees will be changing next fiscal year to be consistent with CUPA.

The centralization of nine health centers is now projected to take place in February, 1977.

A pesticide ordinance has been passed by the Board of Supervisors. Opposition to the legislation has stemmed from complaints that it is overly broad and, among other restrictions, would ban the use of certain necessary disinfectants at San Francisco Hospitals.

Mr. Gale displayed a mock-up of a sign that urges the restriction of the consumption of fish from the San Francisco Bay. The sign will be displayed all along the waterfront in San Francisco.

IV. Report on Brownfields - Jim Hanson - Martha Walters

Mr. Jim Henson (USEPA), described Brownfields as "abandoned, idled or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination". There are Brownfield pilot projects being considered locally. Issues include liability and clean-up.

The USEPA is working on an amendment to the Superfund law. They are also developing partnerships between local and State agencies to encourage the implementation of Superfund mandates.

When a party purchases a Superfund site, that individual can be issued a release if they did not contribute to contamination at the site.

Ms. Martha Walters, of the San Francisco Redevelopment Agency, reported that the Agency has received a regional grant in the amount of $100,000 from the U.S. EPA. A Brownfields Advisory Board is being formed and will work with Redevelopment to design a risk management plan.

The Brownfields Advisory Board will focus on sites that have been targeted for development, and will try to identify sources for funding the necessary clean-up.

The Board will be composed of neighborhood, environmental, business and governmental representatives. Ms. Walters is working on recruiting members and asked the HMAC to keep in mind possible appointees. The Board is also actively looking for developers and lenders for Brownfields sites.

V. New Business/ Next Month's Agenda

There was no new business.

Meeting adjourned at 10:05 A.M.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

DATE: December 5, 1996
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:40
II.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
III.	BEHM Update - Ben Gale	8:50 - 9:00
IV.	Report on ISO 14000 - Elona Baum, Esq.	9:00 - 9:20
V.	Report on Brownfields - Barbara Cook (Cal/EPA-DTSC)	9:20 - 9:35
V.	Nomination of Officers	9:35 - 9:45
VI.	Annual Report	9:45 - 9:55
VII.	New Business/Next Month's Agenda	9:55 - 10:00

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City and County of San Francisco

Department of Public Health
Bureau of Environmental Health Management

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HAZARDOUS MATERIALS ADVISORY COMMITTEE MINUTES

Date: December 5, 1996
Place: 101 Grove Street, Room 302

Members Present: Tom Bernard, Mark Galbo, Catania Galvan, Susan Glendening, Jerry Grey, Doug Kern, Steven Medbery, Barney Popkin, Anthony Sacco & Mark Youngkin

Members Excused: Gary Floyd, Alice Glasner and Donald Lapin

Observers were: Carol Bach (Port), Elona Baum, Sue Cone (Haz Mat), Brad Drda, Jose Gomez, Kathryn Hyde, (Gayle Golden, Secretary)

Meeting began at 8:35 a.m.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Sue Cone announced that Ben Gale could not make it to today's meeting, and for members to address any questions that they might have to her.

Ms. Barbara Cook from Cal/EPA-DTSC was not able to attend the meeting.

A quorum was present and the November minutes were approved.

Steven Medbery briefly discussed the new pestiside ordinance and which becomes effective January 1, 1997. Mr. Popkin suggested that the HMAC invite a speaker to attend the next meeting of the Committee to discuss the ordinance and its impacts on the Health Department and other City departments. Ms. Cone indicated that Mr. Richard Lee, Senior Industrial Hygienist in BEHM has been involved in reviewing the ordinance and suggested that he or Mr. Gale address the issue at the next meeting.

II. Hazardous Materials Program Report - Sue Cone

The Local Oversight Program (LOP), which is funded through a State Water Resource Control Board grant was given a Citation (Resolution No. 96 - 151) by the Regional Water Quality Control Board (RWQCB) commending them for their "competency and leadership in implementing . . . . . policies concerning underground storage tanks (UST's)." A copy of the resolution is attached to these minutes.

The Hazardous Materials Program had received a request for an extension to the December 22, 1998 deadline for upgrading UST's, from the Department of Public Works (DPW) for a UST located at the Emergency Command Center at 1003 Turk Street. Inasmuch as the granting of an extension is not allowed, staff is working with DPW to resolve this issue so that legal mandates are met.

Hazardous Materials Program staff is presently working with the City Attorney's Office to re-draft the Risk Management Plan (RMP) amendment to the Hazardous Materials Ordinance. The re-drafting of the amendment was made necessary by the recent passage of new state legislation which rendered the original version of the amendment obsolete. In accordance with statutory requirements, the State Office of Emergency Services (OES) is convening a work group to draft emergency regulations to support these new requirements for RMPs. At the request of OES, Dr. James Abrose, Hazardous Materials Program industrial hygienist, will be participating in this work group.

In response to a comment from Ms. Carol Bach, environmental specialist at the Port of San Francisco, regarding the imminent issuance of the "Tri-Regional Guidelines" for closure of petroleum contaminated site, Ms. Cone indicated that LOP staff is, in fact, bound to adhere to the guidelines for site closure. Approval for re-imbursement of responsible parties for remediation work is based upon the guidelines, thus making it virtually impossible for local clean-up criteria to be more strict than the State's.

III. BEHM Update - Sue Cone

Ms. Cone informed the committee that the BEHM move is progressing. The eighth and ninth floors are basically finished and the second floor is currently undergoing construction. The move will most likely occur in March, 1997.

IV. Report on ISO 14000 - Elona Baum, Esq.

Mr. Popkin introduced Ms. Baum who came to speak on "ISO 14000", a relatively new standard for environmental management.

Ms. Baum gave a general overview of ISO 14000. She explained that ISO 14000 is essentially a "recipe for improving environmental performance". The key ingredient in that "recipe" is an environmental management system. ISO 14000 was created by the International Organization of Standards, an organization comprised of representatives from 100 countries.

Registered Businesses (Chart 1)
Once the Registration program was fully established (after FY 93-94) the number of registered businesses has remained relatively constant at about 2000.

AHM Facilities (Chart 2)
The number of AHM facilities has continued to decline from a high of 55 in FY 93-94 to the current number of 41. This decline reflects, for the most part, business attempts to substitute less hazardous materials. For example, many swimming pools have ceased using gaseous chlorine and are now using the solid form of the chemical.

Business Inspections (Chart 3)
The number of compliance inspections has increased each year since FY 92-93. Last year's number of compliance inspections was 739, which represents approximately one third of the total number of businesses. This indicates that given current staffing levels, the program will be able to meet its compliance inspection goal of at least one every three years.

Due to time constraints, Ms. Cone will continue discussion about Underground Storage Tanks (Chart 4) and the LOP program (Chart 5) at the next meeting.

Mr. Popkin suggested that this issue be continued to the next HMAC meeting in January, 1997. Mr. Popkin asked for volunteers to form a sub-committee to meet after today's meeting to move forward with an outline of the Annual Report. Those who volunteered were: Mark Galbo, Susan Glendening, Doug Kern, Steve Medbery and Barney Popkin.

VIII. New Business/Next Month's Agenda

Mr. Sacco suggested the committee invite Supervisor Angela Alioto to the next HMAC meeting. A letter of commendation will be given to her by the Committee to express their appreciation for her support of the hazardous materials Ordinance while she served as a member of the Board of Supervisors. A motion was passed to invite Supervisor Alioto to the next HMAC meeting for the presentation of the award.

Richard Lee or an alternate will also be invited to speak on the pestiside ordinance.

A motion was made to move the next HMAC meeting from January 2, 1997 to January 9, 1997 and that proper notification to public be done. A motion was passed for the January 9, 1997 meeting.

Meeting ended at 10:25 a.m.

US business were represented through members of the American Society for Testing and Materials (ASTM). Ms. Baum provided phone numbers as follows for those wishing to obtain copies of the standard:

ASTM: (610) 832-9500
American National Standards Institute (ANSI): (212) 642-4900

Ms. Baum indicated that ISO 14000 is a series of more than a dozen standards, all geared toward the goal of improving environmental performance. The ISO 14000 attempts to move away from command and control, toward voluntary environmental compliance and continuous improvement.

ISO 14000 certification requires that businesses review their entire operation from project design through packaging and distribution, and determine environmental impacts. A plan must be in existence to reduce these impacts as much as possible and to continually review and improve performance.

While ISO 14000 has been embraced by the European business community, it has yet to be widely accepted by US businesses, especially those without business interests in Europe.

VI. Nomination of Officers - Anthony Sacco

Mr. Sacco reported that according to the HMAC By-Laws. Co-Chairs are elected for two years and that neither co-chair's term was due to expire. No action was required.

VII. Annual Report

Mr. Popkin lead a discussion concerning the format and contents of the HMAC Annual Report. The consensus was to present information as consisely as possible with a retrospective view of Hazardous Materials Program activities.

Ms. Cone began a discussion about the "Hazardous Materials Program Summary of Routine Activity." This report details several factors or activities that reflect the work of Hazardous Materials staff. These include: registered businesses, acutely hazardous materials (AHM) facilities, business inspections, underground storage tanks, and Local Oversight Program (LOP) activities. The report includes statistics from FY 92-93 through first quarter, FY 96-97.

In her discussion, Ms. Cone discussed each of these factors or activities with reference to the corresponding charts. Highlights include the following:

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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NOTICE OF SPECIAL MEETING

DATE: January 9, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Public Comment on Matters Appearing on Agenda	8:35 - 8:40
III.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
IV.	BEHM Update - Ben Gale	8:50 - 9:00
V.	Pesticide Ordinance Status Update- Richard Lee	9:00 - 9:20
VI.	Annual Report Discussion Hazardous Materials Activity Summary, FY 92-93 - FY 95-96 - Sue Cone	9:20 - 9:55
VII.	New Business/Next Month's Agenda	9:55 - 10.00

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City and County of San Francisco Department of Public Health

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NOTICE OF CANCELLATION OF REGULARLY SCHEDULED MEETING

DATE: January 2, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

The regularly scheduled meeting of the Hazardous Materials Advisory Committee has been cancelled. In lieu, a special meeting will be held on January 9, 1997, 101 Grove Street, Room 302, at 8:30 A.M.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: January 9, 1997
PLACE: 101 Grove Street, Room 302

Members Present:	Frank Donahue, Gary Floyd, Edward Fowlie, Barney Popkin, Susan Glendening, Jerry Grey, Kathryn Hyde, Doug Kern, Don Lapin, Matt Lintner, Anthony Sacco, Mark Youngkin
Observers were:	Sue Cone (HAZ MAT), Ben Gale (BEHM), Paul Fresina (Solid Waste), Kelley Etherington (Solid Waste), Richard Lee (Special Projects), David Greenburg (City Attorney), Sukey Schwartz (Advisory Committee Secretary)
Members Excused:	Mark Galbo, Catania Galvan, Steven Medbery

Meeting began at 8:35 A.M.

I. Introductions, Announcements, Agenda Changes

Paul Horcher, the new director of the CAO's Hazardous Waste program, was introduced.

There were two corrections to the December minutes prior to Committee approval.

Mr. Barney Popkin attended Angela Alioto's retirement party and presented her with a plaque commending her for her work with the San Francisco Board of Supervisors.

II. Public Comment on Matters Appearing on Agenda

There was no public comment.

III. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone reported that she is working on changes in policies and reporting forms in order to comply with new the new State mandates under CUPA.

The State received approximately one hundred CUPA applications and finally certified fifty-two of the jurisdictions that applied.

A CUPA committee meets every other month to discuss its implementation. There has been much consideration of the State chemical reporting forms. The forms are designed in such a way that they would be difficult to read in the event of an emergency.

Ms. Cone announced that a CUPA workshop will be held in Berkeley on February 4, at the DTSC office, between 10:00 A.M. and 12:00 Noon. Public comment will be welcomed.

Computer inventory is the ultimate goal of the program. Once the data is consolidated, a case can be made against the use of the State reporting form.

IV. **BEHM Update - Ben Gale**

The Bureau of Environmental Health Management (BEHM) responded to incidents of contaminated flood water due to the recent weather. The City receives 85 percent of its water from Hetch Hetchy, which is filtered. Water supplied from the ground is in danger of having been contaminated.

Mr. Ben Gale reported that the Bureau received $13,000 through a settlement of a claim filed by the City, stemming from contamination at a McDonalds site. An additional $275,000 was recovered from the settlement of the DA's case against AAA Shipyard.

The new estimated date for the move to Fox Plaza is March 24, 1997. The April meeting of the HMAC will presumably be held in the conference room on the second floor of Fox Plaza.

The computerization of accounts payable/receivable is near completion.

V. **Pesticide Ordinance Status Update - David Frieders/Richard Lee**

Mr. David Frieders, City/County Agriculture Commissioner, distributed a copy of an extract of the Pesticide Ordinance recently passed by the Board of Supervisors. The Ordinance prohibits certain necessary uses of chemicals in the City, such as microbicrobials in hospitals, chlorine in swimming pools, as well as imposing impractical notification requirements. The Commission on the Environment will oversee amendments to the Ordinance, while keeping intact its original intent.

Mr. Richard Lee, Senior Industrial Hygienist, was asked to examine the impact the Ordinance will have on the Health Department. Among other issues, Mr. Lee discussed the need for the use of sanitizers at the hospitals.

Mr. Popkin will compose an unofficial position statement to the Commission on the Environment from the HMAC, regarding amendments to the Pesticide Ordinance. The Committee will take an official stance at next month's meeting.

VI. **Annual Report Discussion**

Mr. Barney Popkin requested that Committee members submit their comments on the working draft of the Annual Report by the 24th of this month.

Mr. Steve Medbery has agreed to evaluate the performance of the Health Department in its handling of Haz Mat and Haz Waste issues.

VII. New Business/Next Month's Agenda

Ms. Karen Strandoo will request that the HMAC take formal action in support of approving the agreement between the City and Sanitary Fill Company, thereby enabling the City to operate the Household Hazardous Waste Facility under permit-by-rule.

Mr. Don Lapin will provide proposed amendments to the Pesticide Ordinance, and a vote will be taken.

Mr. Popkin requested that the secretary calendar the Annual Report discussion on each month's agenda until its completion.

Meeting adjourned at 10:15 A.M.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

DATE: February 6, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Public Comment on Matters Appearing on the Agenda	8:35 - 8:40
III.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
IV.	BEHM Update - Ben Gale	8:50 - 9:00
V.	Discussion on Permit-by-Rule to Operate Household Hazardous Waste Collection Facility - Karen Strandoo	9:00 - 9:15
VI.	Discussion on Proposed Amendments to Pesticide Ordinance	9:15 - 9:25
VII.	Annual Report Discussion	9:25 - 9:50
VIII.	New Business/Next Month's Agenda	9:50 - 10:00

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES
DATE: February 6, 1997
PLACE: 101 Grove Street, Room 302

Members Present: Frank Donahue, Gary Floyd, Edward Fowlie, Mark Galbo, Catania Galvan, Alice Glasner, Doug Kern, Don Lapin, Matt Lintner, Steve Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin

Observers were: Sue Cone (HAZ MAT), Ben Gale (BEHM), Paul Fresina (Solid Waste), Karen Strandoo (Solid Waste Management Program), Brad Drda (Sanitary Fill Company), David Greenburg (City Attorney), Bob Heckman (BERM), Paul Fresina (Solid Waste Management Program), Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Bernard Thomas, Susan Glendening, Jerry Grey, Kathryn Hyde

Meeting began at 8:35 A.M.

I. Introductions, Announcements, Agenda Changes

Mr. Barney Popkin toured the Household Hazardous Waste Facility with Mr. Paul Fresina and Ms. Kelley Etherington. He was impressed with the volume of users and that the substances were, for the most part, recycled.

Mr. Popkin asked that the January minutes be changed to reflect that the water from Hetch Hetchy is partially filtered, rather than filtered as was reported.

The January minutes were approved.

II. Public Comment on Matters Appearing on Agenda

There was no public comment.

III. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone reported that she had attended a meeting with the DTSC in which there was discussion of the State's new chemical reporting forms.

Ms. Cone is working on changes in policies and forms in order to comply with State mandates under CUPA.

The Hazardous Materials Program currently is on a two year cycle for Hazardous Materials Registration. Businesses will be required to renew on an annual basis. Inspections will be performed once every three years.

Central Office 101 Grove Street San Francisco, CA 94102

IV. BEHM Update - Ben Gale

The Bureau of Environmental Health Management (BEHM) is scheduled to move to Fox Plaza on March 24, of this year. Training programs are in progress for the consolidation of the health centers, including telephone, computer and for the security system.

With regard to education and outreach, the new location will include a library with reading rooms, a specific area for file review, and a Web site that is being developed.

V. Discussion on Permit-by-Rule to Operate Household Hazardous Waste Collection Facility - Karen Strandoo

Ms. Karen Strandoo reported that the State is requiring that all of California become permitted under the Permit-by-Rule system, by a deadline in November of this year. An agreement exists between the City and the Sanitary Fill Company to operate the collection facility. The agreement must be approved by the Board of Supervisors (Board), and Ms. Strandoo is requesting the HMAC take action on this item prior to sending it to the Board.

Some residents believe that their neighborhood is being overburdened with traffic and hazardous waste. The Solid Waste program is trying to reduce any burden by increasing one-day collection events and door to door collection activities for the elderly and disabled.

Ms. Strandoo distributed a memorandum for the HMAC to read and consider prior to next month's meeting. Ms. Strandoo will provide the Committee with an address list for concerned neighbors of the collection facility so that they may receive copies of the agenda for next month's meeting.

VI. Pesticide Ordinance Discussion

Mr. Steven Medbery supports the language for proposed Ordinance amendments submitted by Mr. Donald Lapin. Mr. Medbery also discussed the need for clarification of the definition of the term, "herbicide".

Mr. Mark Youngkin reported that the term, "pest" is very overly-broad and refers to, among other things, rodents, bacteria, and fungi.

Ms. Alice Glasner addressed the need for clarification of the language, "exemptions for unforeseen circumstances".

Mr. Lapin and Mr. Medbery will draft new language for the proposed Ordinance amendment, for a vote at next month's meeting of the HMAC.

VII. Annual Report Discussion

Mr. Popkin will meet with Ms. Cone to discuss recommendations contained in the draft Annual Report, and whether or not they have been addressed.

Ms. Glasner asked that a sentence on page 4, containing the language, "driven by real estate transfers" be defined.

Ms. Glasner would like to see a request that preference be given to permanent employees as opposed to outside contractors.

Ms. Strandoo noted that a reference to the Household Hazardous Waste Program should be included in the report.

Ms. Cone stated that discussion of the Local Oversight Program needs to be included in the report.

VIII. New Business/Next Month's Agenda

Ms. Karen Strandoo will request that the HMAC take formal action in support of approving the agreement between the City and Sanitary Fill Company, thereby enabling the City to operate the Household Hazardous Waste Facility under permit-by-rule.

Pesticide Ordinance Discussion.

Annual Report Discussion.

Meeting adjourned at 10:20 A.M.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: March 6, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Public Comment on Matters Appearing on the Agenda	8:35 - 8:40
III.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
IV.	BEHM Update - Ben Gale	8:50 - 9:00
V.	Action Item - Vote on Permit-by-Rule to Operate Household Hazardous Waste Collection Facility Proposed Resolution	9:00 - 9:15
VI.	Discussion on Proposed Amendments to Pesticide Ordinance	9:15 - 9:25
VII.	Annual Report Discussion	9:25 - 9:50
VIII.	New Business/Next Month's Agenda	9:50 - 10:00

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City and County of San Francisco — Department of Public Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: March 6, 1997
PLACE: 101 Grove Street, Room 302

Members Present: Gary Floyd, Edward Fowlie, Mark Galbo, Alice Glasner, Doug Kern, Don Lapin, Matt Lintner, Steve Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin

Observers were: Sue Cone (HAZ MAT), Paul Fresina (Solid Waste), Karen Strandoo (Solid Waste Management Program), Kelley Etherington, (Hazardous Waste Management Program), Brad Drda (Sanitary Fill Company), David Greenburg (City Attorney), Paul Fresina (Solid Waste Management Program), Elaine Warren (City Attorney), Gail Karpinski, Kimberly Cluff, Tom Watkins, Beryl Magilavy (Director of the Commission on the Environment), Ralph Oroquita (Little Hollywood), Anne Eng (Little Hollywood), Nicholas Sher (Little Hollywood), Ross Kelly, Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Bernard Thomas, Catania Galvan, Susan Glendening, Jerry Grey, Kathryn Hyde

Meeting began at 8:30 A.M.

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I. **Introductions, Announcements, Agenda Changes**

Mr. Ben Gale was unable to attend to deliver the BEHM update.

The February minutes were approved.

II. **Public Comment on Matters Appearing on Agenda**

Mr. Ralph Oroquita, of the Little Hollywood Neighbors, announced that he and other members were present to express their opposition to the proposed resolution endorsing Permit By Rule to operate the Household Hazardous Waste Collection Facility.

III. **Hazardous Materials Program Report - Sue Cone**

Ms. Sue Cone reported on a situation at the Emergency Command Center (ECC) in which, under the Federal Mandate, the Center must remove or upgrade its underground storage tanks by December of 1998. The current construction schedule for the new ECC would extend beyond this date. The ECC cannot operate without power and has assured the Department of Public Health that it would develop an alternative electrical solution by the 1998 deadline.

New State legislation eliminates the term, "Acutely Hazardous Material". The term is to be replaced with, "Regulated Substance". A list of "regulated substances" is being developed by the State in accordance with this new legislation.

Committee members must submit statements of economic interest to the Ethics Commission by April 1, 1997.

Next month's meeting will be held in a conference room at Fox Plaza. Ms. Cone is looking forward to the move.

Ms. Cone announced that Sukey Schwartz would be leaving the Haz Mat program to staff the reception area at Fox Plaza. Ms. Cone stated that it was unclear as to who would take on two thirds of her workload, including the Hazardous Materials Advisory Committee. Ms. Cone added that if Mr. Gale were present he would be able to clarify the matter of the duties Ms. Schwartz will be leaving behind.

IV. BEHM Update - Ben Gale

Mr. Gale was not present, and Ms. Cone gave a brief update in his absence.
Ms. Cone made reference to the move to Fox Plaza, which will take place on the 17th and 24th of this month.

V. Action Item - Vote on Permit-by-Rule to Operate Household Hazardous Waste Collection Facility Proposed Resolution

Ms. Karen Strandoo reported that the Household Hazardous Waste Collection Facility would have to close down if the proposed resolution were not passed, because the State dictates that it operate under Permit-by-Rule.

Mr. Nicholas Sher, of the Little Hollywood Neighbors, expressed concerns about the expansion of the facility and other safety issues, such as stop signs for cars that enter the facility to unload hazardous waste.

Mr. Oroquita stated that there are 400 homes in Little Hollywood and that it is not appropriate to have the facility in a residential neighborhood, particularly when the City has possession of many industrial areas. He said that the facility generates dust containing hazardous waste and that the area is known for being windy.

Although there are signs posted prohibiting the drop-off of explosives and radioactive materials, they are occasionally accepted at the facility. It is Ms. Strandoo's opinion that it is safer for the community to accept these hazardous materials than not, because if they are not accepted the users may abandon them near the facility.

Mr. Oroquita urged the Committee to review the recommendations of the Little Hollywood Neighbors prior to voting on the proposed resolution.

The Committee voted to approve the proposed resolution and will forward it to the Board of Supervisors.

Next month's agenda will include discussion on drafting a resolution urging the Health Department to investigate Sanitary Fill as it affects the community.

Mr. Barney Popkin proposed that the group take a tour of the collection facility. Four members of the committee, along with representatives of the Little Hollywood Neighbors will meet to tour the facility on the 20th of this month.

VI. Pesticide Ordinance Discussion

Mr. Steve Medbery reported that, the Agricultural Commission has convened a committee to draft the amendments to the Pesticide Ordinance. Ms. Beryl Magilavy, the Director of the Department of the Environment, sits on the Committee and Elaine Warren, City Attorney, is also working on the draft.

Mr. Medbery stated that among other issues, amendments to the Ordinance will include an exemption for antimicrobials, and an integrated pest management plan. There will be a vote on the proposed amendments at next month's meeting.

VII. Annual Report Discussion

Additions to the Annual Report included discussion on the Local Oversight Program, the Household Hazardous Waste Facility, and Very Small Quantity Generators. The Annual Report was unanimously approved.

VIII. New Business/Next Month's Agenda

Vote on Pesticide Ordinance amendments.

Police Department Response to Hazardous Materials Releases - Mike Mahoney, (SFPD).

Indoor Air Quality Issues -

City Perspective - Vickie Wells, DPH Occupation Safety and Health Manager

Green Buildings - John Dugal

Meeting adjourned at 10:15 A.M.

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City and County of San Francisco **Department of Public Health**

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: April 3, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Public Comment on Matters Appearing on the Agenda	8:35 - 8:40
III.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
IV.	BEHM Update - Ben Gale	8:50 - 9:00
V.	Vote on Pesticide Ordinance amendments	9:00 - 9:05
VI.	SFPD Response to Haz Mat Releases	9:05 - 9:20
VII.	Indoor Air Quality Management - Vicki Wells, DPH Occupation Safety and Health Manager	9:20 - 9:35
VIII.	Presentation on "Green Buildings" - John Dugal	9:35 - 9:50
IX.	New Business/Next Month's Agenda	9:50 - 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., *Mayor*
Sandra R. Hernández, M.D.
Director of Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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MINUTES
DATE: April 3, 1997
PLACE: 101 Grove Street, Room 302

Members Present: Edward Fowlie, Mark Galbo, Gerald Grey, Susan Glendening, Kathryn Hyde, Doug Kern, Don Lapin, Steve Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin

Observers were: Ben Gale (BEHM), Sue Cone (HAZ MAT), Karen Strandoo (Solid Waste Management Program), Cal Broomhead (PUC/Energy Conservation), John Legnitto (Sanitary Fill Company), Brad Drda (Sanitary Fill Company), David Greenburg (City Attorney), Michael Mahoney (S.F.P.D.), Jose Gomez (Sanitary Fill Company), Jon Dugal (Builders Environmental Marketing Service), Vicikie Wells (DPH/OSH), Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Gary Floyd, Mat Lintner, Alice Glasner

Meeting began at 8:30 A.M.

I. Introductions, Announcements, Agenda Changes

Vote on Pesticide Ordinance Amendments, Item 5, was postponed until further notice.

Mr. Barney Popkin reported that he and other members of the Advisory Committee had toured the City's Household Hazardous Waste facility.

Ms. Catania Galvan is participating in CARNIVAL, an annual celebration in the Mission District, which will be held May 24th and 25th. Ms. Galvan will host a booth with a rain forest theme. She invited committee members to participate by setting up information booths, such as for the Solid Waste's recycling programs and other environmental issues.

Ms. Karen Strandoo announced that the Household Hazardous Waste Facility will hold a one-day neighborhood pick-up event at 15th and Lake Streets. The pick-up is arranged by appointment and was completely booked in advance.

The March minutes were approved.

II. Public Comment on Matters Appearing on Agenda

Mr. Cal Broomhead, Bureau of Energy Conservation, was on hand to speak about "Green Buildings". Mr. Broomhead is an energy efficiency consultant for City Facilities. Mr. Broomhead also provides training for the Bureau of Architecture and will monitor its designs. He is putting together a library on Green Buildings. Supervisor Susan Leal has expressed interest in writing a Green Building Ordinance for City buildings.

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Mr. Broomhead is beginning a series this month, "Resource Efficient Building Workshops" and will provide space for observers. The number to call for registration in the workshop series is 554-3400. Mr. Steve Medbery will serve as the liaison to the HMAC for the Bureau of Energy Conservation.

III. Hazardous Materials Program Report - Sue Cone

The Annual Report has been forwarded to Dr. Larry Meredith and will be presented to executive staff, and then to the Health Commission. Ms. Cone will update the Committee on the status of the Annual Report.

Mr. Patrick Fosdahl and Mr. Jim Ambrose of the Hazardous Materials Program have been working with UCSF to help it complete a Risk Management Plan (RMP). UCSF is under order by the Bay Area Air Quality Management Control Board to reduce its nitrogen oxide emissions. UCSF has underground storage tanks containing ammonia, which is a regulated substance. The ammonia is used as a catalyst to control nitrogen oxide emissions.

A 45 day comment period on the RMP began on March 25, 1997, and will end at 5:00 P.M. on May 9, 1997. A public hearing will be held on May 13, 1997, at 101 Grove Street, Room 300, beginning at 6:00 P.M.

IV. BEHM Update - Ben Gale

Mr. Ben Gale reported that the Health Department recently responded to a chlorine release at the Jewish Community Center swimming pool. The incident was due to an error in which the operator inadvertently mixed muriatic acid with chlorine, and none of the employees knew how to contain it. Eighteen people went to the hospital and all of them were released upon examination.

There was also a phosphoric acid spill at the Holiday Inn, and fortunately it was inconsequential.

The Childhood Lead Prevention Program is in the midst of a funding crisis. The State is cutting funding to local agencies and as a result, 50% of the staff will be cut from the program. Letters of support for the program can be sent to the State Health Services Department.

Ms. Sukey Schwartz will continue to provide support to the HMAC for the time being. Mr. Gale assured the Committee members that he will continue to provide competent and professional staffing to the HMAC.

The move to Fox Plaza has been completed, and all of the health centers have been consolidated. With the move there have been many positive changes. A survey was done on transportation needs and, as a result, many employees have reduced the use of their personal vehicles.

An open house will be held at Fox Plaza within the next three weeks to a month to celebrate the move.

V. Vote on Pesticide Ordinance Amendments

This item was tabled.

VI. SFPD Response to Haz Mat Releases

Inspector Mike Mahoney is the lead investigator for hazardous materials incidents for the San Francisco Police Department. Inspector Mahoney described a three-pronged approach his department uses in emergency response situations. The categories are:

1) First Response Awareness/Safety Identification

2) Enforcement - There are Police codes prohibiting dumping oil/waste, working on cars in public places, etc.

3) Investigations - Toxics, Household Hazardous Waste, and Steve Medbery generally initiate investigations.

The County experiences some jurisdictional problems because many contaminated sites are on Federally owned properties.

District Captains are all aware of the enforcement codes for toxic dumping.

VII. Indoor Air Quality Management - Vickie Wells

The Health Department provides internal consultations for health and safety issues such as ventilation and ergonomically sound work stations. Ms. Vickie Wells also employs an Occupational Safety and Health Nurse who responds to City Workers injured or made ill on the job.

Ms. Wells' program addresses any variety of issues including concrete dust exposure from construction, efforts to prevent Legionnaire's Disease, and other concerns. One measure used in the attempt to prevent Legionnaire's Disease is treating water cooling towers with biocides. It may be necessary to request an exemption in the Pesticide Ordinance for the use of biocides.

Ms. Wells reported that the major source of complaints deals with comfort rather than actual safety issues. Employees are often concerned about the fluctuation in temperature in their work spaces. CAL/OSHA asks that all facilities document the frequency with which they change their air filters. Most City buildings meet the standards that were in effect at the time they were constructed.

VIII. Presentation on "Green Buildings" - John Dugal

Mr. John Dugal is a consultant on "Green Buildings", and deals mainly with air quality management. According to Mr. Dugal, the New Main Library is a very good example of a "Green" or "Sustainable" building.

Each industry has its own guidelines for energy efficiency. Building practices include having windows that open, rather than "envelopes" (sealed buildings) that are not necessary in a temperate climate like the one we enjoy in San Francisco.

Initial costs in constructing a sustainable building are usually higher than the standard, but, over time with energy savings, costs are actually reduced. The types of materials and products used are key in green buildings. It is Mr. Dugal's opinion that fuel cells and windmills are the way of the future.

IX. New Business/Next Month's Agenda

Ms. Galvan offered to arrange for petitions protesting proposed funding cuts to the Childhood Lead Prevention Program. The petitions will be distributed at the CARNIVAL celebration in the Mission District.

Ms. Karen Strandoo volunteered to compile information packets for the Police and Fire departments to display at district stations. The packets will contain information on alternatives to dumping/littering of waste oil, as well as warnings for fines that will be imposed if cited.

Mr. Barney Popkin asked the director to give a brief update on the status of the cancer study in the Bayview/Hunters Point neighborhood. Mr. Gale reported that a task force had been convened to investigate the high rate of breast cancer in the neighborhood. Three full time employees have been assigned to the project. More information will be available as the findings become complete.

Dates for the Resource Efficient Building Workshops are as follows:

Materials - April 22, 25, 30

Construction - May 5, 9, 14

Air Quality - June 3, 10, 13

Meeting adjourned at 10:15 A.M.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., *Mayor*
Sandra R. Hernández, M.D.
Director of Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: May 1, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Public Comment on Matters Appearing on the Agenda	8:35 - 8:40
III.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
IV.	BEHM Update - Ben Gale	8:50 - 9:00
V.	Regulated Substances Discussion - Jim Ambrose	9:00 - 9:15
VI.	Oil Waste Management - Karen Strandoo	9:15 - 9:30
VII.	Follow-up on South San Francisco Field Trip	9:30 - 9:45
VIII.	New Business/Next Month's Agenda	9:45 - 10:00

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City and County of San Francisco
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Director of Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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MINUTES
DATE: May 1, 1997
PLACE: 101 Grove Street, Room 302

Members Present: Thomas Bernard, Edward Fowlie, Mark Galbo, Susan Glendening, Gerald Grey, Kathryn Hyde, Doug Kern, Don Lapin, Steve Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin

Observers were: Sue Cone (HAZ MAT), Jim Ambrose (Haz Mat), Kelley Etherington (Solid Waste Management Program), Geoff Chan (Solid Waste Management Program), Jose Gomez (Sanitary Fill Company), Brad Drda (Sanitary Fill Company), David Greenburg (City Attorney), Scott Nakamura (HAZ WASTE), Lorraine Anderson (Water Quality Program), Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Gary Floyd, Catania Galvan, Mat Lintner, Alice Glasner

Meeting began at 8:40 A.M.

I. **Introductions, Announcements, Agenda Changes**

Since BEHM Director, Ben Gale was not able to attend the meeting, Ms. Lorraine Anderson of the Water Quality Control Program discussed her recent work regarding lead in drinking water in public schools.

Mr. Scott Nakamura attended the meeting to discuss a recent situation at the Golden Gate Park stables.

The April minutes were approved.

II. **Public Comment on Matters Appearing on Agenda**

There was no public comment.

III. Ms. Lorraine Anderson to discussed the issue of lead in drinking fountains in public schools in the City.

Ms. Anderson has been working with the SFUSD for approximately one year. Elevated lead levels in the drinking water at some schools have been identified. The purpose of the most recent lead survey was to determine if the school district's flushing procedure was adequate to maintain State standards.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

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Director of Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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MINUTES
DATE: May 1, 1997
PLACE: 101 Grove Street, Room 302

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Ms. Anderson has been working with the SFUSD for approximately one year. Elevated lead levels in the drinking water at some schools have been identified. The purpose of the most recent lead survey was to determine if the school district's flushing procedure was adequate to maintain State standards.

Since the survey results have demonstrated that the flushing program is not effective, the school district has established the short term goal of twice daily flushing, and a long term goal of replacing older fountains with lead free fixtures.

IV. **Hazardous Materials Program Report - Sue Cone**

The US/EPA has expressed interest in accompanying Haz Mat staff on underground storage tank (UST) inspections for the purpose of training its staff. Ms. Cone will arrange for members of EPA staff to accompany Haz Mat staff on UST inspections.

The new District concept, in which each inspector is responsible for his/her own area, is working very well. The inspectors are taking ownership of their districts and want to do the best possible job. Each inspector is developing his/her own work plan and will officially begin implementing the plans as of July 1, 1997.

A public hearing to discuss the Risk Management Plan (RMP), for the proposed ammonia tank at the UC Parnassus Campus, will be held on May 13th. Haz Mat staff have been working with the Fire Department to review the RMP.

The HMAC Annual Report will be heard at the May 6th meeting of the Health Commission. Mr. Barney Popkin will be present to discuss the Report.

V. **BEHM Update - Ben Gale**

Mr. Scott Nakamura (Hazardous Waste Program), was on hand to report on a complaint that he recently responded to at the riding stables in Golden Gate Park. Mr. Nakamura's office was contacted by the Office of Emergency Services (OES), with regard to oil reportedly running into the bay from the stables. Staff from the Bureau of Environmental Regulation and Management had inspected the stables on three separate occasions, and reported that they had not found any violations.

The ring at the stables is constructed with sand, recycled tires, and base rock which contains petroleum based oil.

At the request of the Recreation and Parks Department, samples were collected and analyzed, and a risk assessment was conducted. The conclusion of the risk assessment indicated the materials contained in the ring did not create a health hazard.

VI. **Regulated Substances Discussion - Jim Ambrose**

There had been a state law that required businesses that handle large amounts of certain chemicals (called acutely hazardous materials) to prepare Risk Management Prevention Plans (RMPP's). In June, 1996, a Federal EPA legislation (40CFR68) came into effect which duplicated the state law. In

August 1996, a new state law (AB 1889) was passed that canceled the old state law and made the State Program the same as the Federal Program. The old RMPP is now called a Risk Management Plan (RMP). The chemicals (now called "regulated substances") and the threshold amounts have changed. There is now the old list of acutely hazardous materials and thresholds and also a new list of regulated substances and thresholds.

The two lists are being compared by state agencies (OES) and Office of Environmental Health Hazard Assessment (OEHHA) and should be standardized by July 1 of this year. At present, if a business meets either of the two threshold levels it must complete an RMP.

The new central utility plant at UCSF and the sewage treatment plant on Treasure Island are facilities that will be required to register "regulated substances" and prepare RMPs.

VII. Oil Waste Management - Karen Strandoo

Ms. Kelly Etherington gave a presentation on Ms. Strandoo's behalf. The CAO's Solid Waste Program administers grants for recycling programs in amounts up to $2,500. Solid Waste has been able to increase the number of waste oil collection sites in the City to 60. Facilities that recycle oil receive 4 cents per quart recycled.

The Department is working with the Port of San Francisco and currently supplies two sheds for the disposal of used motor oil, and is working on providing a third.

Other services provided include educational information by medium of bus signs, street signs, flyers, oil containers and funnels distributed at street fairs, and there is presently an "oil drive" in the Bayview/Hunters Point neighborhood.

VIII. Follow-up on South San Francisco Field Trip - Doug Kern

The HMAC previously voted to support the Permit-by-Rule Resolution which allowed the Household Hazardous Waste Facility to continue its operation. Since then, members of the Committee visited the facility and Mr. Doug Kern reported certain of his findings.

Issues included the noise associated with backloaders that are used to dump waste at the facility. Members were also concerned about large dust clouds that are generated in Brisbane, but blow back into San Francisco. Mr. Kern wondered if the dust clouds might contain lead or other agents from contaminated soil.

IX. New Business/Next Month's Agenda

Committee members will draft a letter to the Bay Area Air Quality Management District regarding concerns about the Brisbane dust clouds.

MTBE discussion - Kevin Graves, Associate Water Resources Control Engineer Regional Water Quality Control Board.

Mr. Wil Saltz (BAAQMD), will discuss the Brisbane/Visitation Valley dust clouds.

Meeting adjourned at 10:20 A.M.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

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ANNOUNCEMENT OF MEETING

DATE: June 5, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Public Comment on Matters Appearing on the Agenda	8:35 - 8:40
III.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
IV.	BEHM Update - Ben Gale	8:50 - 9:00
V.	Letter to BAAQMD Regarding Brisbane Dust Clouds Discussion	9:00 - 9:15
VI.	Brisbane Dust Clouds - Wil Saltz (BAAQMD)	9:15 - 9:30
VII.	MTBE Discussion - Kevin Graves S.F. Bay Area Regional Water Quality	9:30 - 9:45
VIII.	New Business/Next Month's Agenda	9:45 - 10:00

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(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., *Mayor*
Sandra R. Hernández, M.D.
Director of Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE
MINUTES
DATE: June 4, 1997
PLACE: 101 Grove Street, Room 302

Members Present: Thomas Bernard, Gary Floyd, Edward Fowlie, Mark Galbo, Kathryn Hyde, Doug Kern, Matthew Lintner, Steve Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin

Observers were: Sue Cone (HAZ MAT), Brad Drda (Sanitary Fill Company), Elaine Warren (City Attorney), Kevin Graves (S.F. Bay Area Regional Water Quality), Will Saltz (Bay Area Air Quality Management District), Paul Fresina (Solid Waste), Carol Bach (Port of S.F.), Sukey Schwartz (Advisory Committee Secretary)

Members Excused: Susan Glendening, Jerry Grey, Donald Lapin

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Meeting began at 8:35 A.M.

I. Introductions, Announcements, Agenda Changes

The May minutes were approved.

Ms. Sue Cone announced that there will be no meeting of the HMAC in the month of July.

The Annual Report was heard before the Health Commission. Mr. Barney Popkin spoke in support of increased funding for more frequent inspections, and for increasing database needs.

II. Public Comment on Matters Appearing on Agenda

There was no public comment.

III. Hazardous Materials Program Report - Sue Cone

Staff from the DTSC will begin training Haz Mat staff on tiered permitting inspections, which is a new program for Haz Mat.

The new district concept will become effective July 1, of this year. The City will be divided into 8 districts. The expectation is that each inspector will become very familiar with his/her own district. The inspectors will submit reports to Ms. Cone, including information on the number of registered businesses and disclaimers filed at the end of the fiscal year.

Out of the reports filed under the new system will come a characterization of the City and County, and a work plan for the coming fiscal year.

Staff of the City Attorney's Office is working with Ms. Cone to write a proposed amendment to the Health Code to allow the charging of new fees under CUPA.

IV. BEHM Update - Ben Gale

Mr. Ben Gale was unable to attend this month's meeting.

V. Letter to BAAQMD Regarding Brisbane Dust Clouds Discussion

This item was continued to the next meeting of the HMAC.

VI. Brisbane Dust Clouds - Will Saltz (BAAQMD)

Mr. Will Saltz visited the Brisbane Land Reclamation site where HMAC members had observed dust clouds. The area is a formerly active landfill being prepped for a major development.

Mr. Saltz stated that he was not aware of dust affecting any of the residents in the Little Hollywood neighborhood. The dust has been tested and does not exceed any governmental standards of toxicity. It is also unclear whether the dust clouds are being blown at or from the site.

VII. MTBE Discussion - Kevin Graves (S.F. Bay Area Regional Water Quality)

Methyl Tertiary Butyl Ether (MTBE) is a fuel oxygenate derived from methanol. Currently, MTBE is being added to 10 to 15% of all gasoline sold in California. The widespread use of MTBE is leading to close scrutiny of it by regulatory agencies.

There are approximately 300 leaking underground storage tank cases open in San Francisco. MTBE has been found in the groundwater at 70 to 80% of the UST sites where it has been analyzed in several other jurisdictions. There is no reason to suspect that San Francisco should be significantly different.

MTBE has an objectionable taste and odor, and appears to be mobile and persistent in the environment. It is much less toxic than benzene, traditionally the contaminant of concern in gasoline. Whether or not MTBE is carcinogenic is still being debated by toxicologists.

Mechanically sound tank and piping systems, good housekeeping practices, and education of the system operators, are the first lines of defense against pollution of our water supplies.

VIII. New Business/Next Month's Agenda

Follow-up on Dust Cloud Discussion.

Mr. Ben Gale will present Director's report.

Annual Report Discussion.

Meeting adjourned at 10:15 A.M.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., *Mayor*
Sandra R. Hernández, M.D.
Director of Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

SF
H15.5
#2
8/7/97

ANNOUNCEMENT OF SPECIAL MEETING

DATE: August 7, 1997
PLACE: Mayor's Office of Emergency Services
1003 A Turk Street

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AGENDA

I.	Introductions, Announcements, Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Tour of Mayor's Office of Emergency Services	8:35 - 8:45
III.	Hazardous Materials Program Update - Sue Cone	8:45 - 8:55
IV.	BEHM Update - Ben Gale	8:55 - 9:05
V.	Follow-up on Brisbane Dust Clouds Discussion	9:05 - 9:15
VI.	Action Item - Amendments to San Francisco Health Code, Articles 21 and 22 - Sue Cone	9:15 - 9:40
VII.	Annual Report Discussion	9:40 - 9:50
VIII.	New Business/Next Month's Agenda	9:50 - 10:00

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Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Romaine Boldridge at (415) 554-3165 to make arrangements for the accommodation. Late requests will be honored, if possible.

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Know your rights under the Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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HAZARDOUS MATERIALS ORDINANCE
HAZARDOUS WASTE ORDINANCE
CERTIFIED UNIFIED PROGRAM AGENCY (CUPA) AMENDMENTS

In order to comply with Chapter 6.11 of the CA Health and Safety Code regarding implementation of the Certified Unified Program Agency concept, both the Hazardous Materials Ordinance, Article 21 and the Hazardous Waste Ordinance, Article 22, require amending.

GENERAL APPROACH

The original plan was to consolidate these two articles into one comprehensive CUPA ordinance. However, as a means of expediting the amendment of these ordinances, we, together with the City Attorney's Office decided to forego the major change and concentrate, instead, only on those specific details that require modification in order to implement the unified program. While the amendments primarily effect the fee structures for hazardous waste and hazardous materials registration, there are also other modifications that are being proposed. Specific modifications to each article are described below; fees are described on the next page.

Generally, Articles 21 and 22 will remain separate. A new Article 21A will be added. This new Article will address Risk Management Plans.

ARTICLE 21 -- THE HAZARDOUS MATERIALS ORDINANCE:

HMAC

- The frequency of the required HMAC Annual Report is being changed from semi-annual to annual.
- The monthly program report requirements to the HMAC are being changed to include "all CUPA program activities", rather than just "hazardous materials".
- The DPW representative is being changed from DPW to "representative from BERM".

Note: All of the above changes have, in practice, already taken place. We are recommending that Article 21 be modified to reflect reality.

REGISTRATION

- The application requirements are being changed to be consistent with current state law (new forms).
- The "time for filing" is being eliminated. This places the burden upon businesses rather than on DPH therefore facilitating business regulation. (This change is timely, since the ordinance has been in effect since 1991, and businesses are familiar with it by this time. We would still be able to assign a Due Date as we have been doing.)
- The term for a Certificate of Registration is being changed from 2 years to 1 year to facilitate a "single annual bill", mandated by State law.

ARTICLE 21A -- RISK MANAGEMENT PLANS

All of the provisions of this Article are new. They incorporate the provisions of State law that require businesses storing regulated substances to prepare a Risk Management Plan. This is essentially the same ordinance that the HMAC reviewed and approved several months ago but was never moved forward by the Department.

ARTICLE 22 -- THE HAZARDOUS WASTE ORDINANCE

This Article is essentially being re-written to incorporate the requirements of State laws governing hazardous waste. It is consistent with these laws, as the CUPA is not allowed to deviate from them.

FEES

A descriptive comparison of the current hazardous materials and waste fees and the proposed fees is included as Attachment A. Attachments B and C are fee charts for Hazardous Materials Registration, Hazardous Waste Generators and Hazardous Waste Tiered Permitting.

HM Registration (See Attachment B)

The method of fee calculation will be changing. Previously, a fee was determined for each quantity group (liquids, solids, and gases) and then summed. With the new calculation method, the Quantity groups are summed and that quantity group total is associated with a fee.

EXAMPLE

Utilizing the new fee schedule and calculation method, the fee for a business storing 80 gallons of liquids, 800 pounds of solids and 800 cubic feet of compressed gasses would be calculated as:

QG#3 Fee + QG#3 Fee + QG#3 Fee = $273 + $273 +$273 = $819

For this same business, the new fee calculation fee method would result in a fee of:

QG#3 + QG#3 + QG#3 = Total Quantity Group #9

Therefore, referring to Attachment A, the fee for QG#9 is $399, annually.

This new calculation method simplifies the fee calculation method and eliminates the "penalty" for businesses whose inventory requires them to store hazardous materials in different physical states. Further, it is more consistent with the goal of reducing use of hazardous materials since it consistently results in a reduced rate for reduced storage.

Underground Storage Tank Permitting (See Attachment C)

While the requirement to obtain a Certificate of Registration for UST operators will remain, they will not be required to pay for the Certificate for any of the hazardous materials stored in the tank. Instead, the fee structure for USTs will be changing from $85 per tank plus a registration fee to no registration fee and then $170 for one or two UST permits and $85 for each additionalpermit.

EXAMPLE

Utilizing the new fee schedule and calculation method, for a business with 1 UST and 30 gallons liquids and 150 cubic feet of compressed gases, fee would be calculated as

$34 + $34 + $340 = $408/2 yrs, or

$204 + $85 = 289 annually.

For this same business, the new fee calculation fee method would result in a fee of:

$170 annually

Regulated Substances (See Attachment B.)

These fees are new and reflect the time it will take to work with the business during the year of RMP preparation and then the annual fee covers time to inspect the business an an annual basis and to review the RMP once every three years.

Hazardous Waste Generator and Tiered Permitting (See Attachment C)

Previously, routine inspections of hazardous waste generators were not performed on a regular basis, as the program was not staffed or funded to perform them. With CUPA, the inspections have been consolidated and will be conducted on a regular basis, together with registration and underground storage tank inspections. If a business generates hazardous waste, their fee is based on the amount of hazardous waste generated per year. If the business also treats the waste, then the fee for the appropriate tier is added to the generator. All Hazardous Waste generator fees paid to the Department are fully deductible from the State of California Annual Hazardous Waste Generator Fee due to the State Board of Equalization.

Some examples of typical businesses and a compares their previous and proposed fees will be prepared for discussion at the HMAC meeting.

COMPARISON OF CURRENT vs PROPOSED FEES FOR HAZARDOUS MATERIALS AND WASTE

TYPE OF FEE	CURRENT	PROPOSED
Registration Processing	$340 Flat	Eliminated Combined into a single HM registration Fee
Certificate of Registration	Based upon Quantity	Eliminated Combined into a single HM registration Fee
HM Registration	N/A	Based upon HM quantity (See Attachment B.)
UST Permits	$85/Tank	$170 for 1 or 2 tanks; $85 for each additional tank
AHM Permits	Based upon hazard class and quantity	Eliminated
Regulated Substance Fees	N/A	Based upon program designation. (See Attachment B.)
HW Generator	$75/hour	Based on quantity generated. (See Attachment C.)
Tiered Permitting	New Program -- N/A	Based upon highest level of treatment unit present. (See Attachment C.)
Inspection Fee	$85/hour for most routine compliance work	Routine inspection fees folded into other fees (HM Reg, RS, UST, HWG, HWT)
UST Removal	$442.5	Same unless FD rate changes
File search	$85/hr	Eliminated as it does not comply with Sunshine Ord.
Site Investigation Fee	$170	Up to $510

ATTACHMENT A

HAZARDOUS MATERIALS REGISTRATION QUANTITY GROUP AND FEE TABLES

QUANTITY GROUP	TOTAL QUANTITY LIQUIDS (GAL)	TOTAL QUANTITY SOLIDS (LBS)	TOTAL QUANTITY GASES (CF)
1	<55	< 500	<200
2	55 - 99	500 - 999	200 - 1,499
3	100 - 499	1,000 - 1,499	1,500 - 2,499
1	500 - 999	1,500 - 1,999	2,500 - 3,999
5	1,000 - 1,499	2,000 - 3,499	4,000 - 4,999
5	1,500 - 1,999	3,500 - 4,999	5,000 - 5,999
7	2,000 - 2,749	5,000 - 7,499	5,000 - 5,999
8	2,750 - 3,499	7,500 - 9,999	7,000 - 7,999
9	3,500 - 4,499	10,000 - 14,999	8,000 - 8,999
10	4,500 - 5,499	15,000 - 19,999	9,000 - 9,999
11	5,500 - 6,499	20,000 - 24,999	10,000- 12,499
12	6,500 - 7,499	25,000 - 29,999	12,500 - 14,999
13	7,500 - 8,999	30,000 - 39,999	15,000 - 17,499
14	9,000 - 9,999	40,000 - 49,999	17,500 - 19,999
15	>10,000	> 50,000	>20,000

QUANTITY GROUP	QUANTITY GROUP FEE
9	$ 210
1	$ 231
2	$ 252
3	$ 273
1	$ 294
9	$ 315
9	$ 336
2	$ 357
9	$ 378
9	$ 399
10	$ 420
10	$ 441
10	$ 462
10	$ 483
10	$ 504
15	$ 525
16	$ 546
10	$ 987
18	$ 584
19	$ 609
20	$ 630
21	$ 861
22	$ 672
29	$ 699
29	$ 714
26	$ 735
26	$ 756
27	$ 777
26	$ 756
29	$ 819
30	$ 840
31	$ 861
32	$ 882
39	$ 903
31	$ 924
39	$ 945
36	$ 966
31	$ 987
39	$ 1008
39	$ 1029
10	$ 1050
10	$ 1071
42	$ 1092
43	$ 1113
44	$ 1134
45	$ 1155

REGUALTED SUBSTANCE FEES	
One Time fees	Prg 1 RMP -- $595 Prg 2 or 3 RMP -- $3500
Annual fee	Prg 1 RMP -- $85 Prg 2 or 3 RMP -- $170

ATTACHMENT B

HAZARDOUS WASTE GENERATOR FEES

QUANTITY GENERATED PER YEAR	ANNUAL FEE
0-5 TONS	$142
5-25 TONS	$425
25-50 TONS	$510
50-250 TONS	$595
250-500 TONS	$680
5000-1000 TONS	$765
1000-2000 TONS	$850
2000+ TONS	$935

TIERED PERMITTING FEES

TYPE OF PERMIT	ANNUAL FEE
PBR	$425
CA	$280
CE	$30

UST PERMIT FEES

# USTs	FEE
1	$170
2	$170
3	$255
4	$340
5	$425
6	$510
7...	$595...etc.

ATTACHMENT C

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8/7/97

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M D
Interim Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE (HMAC)

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MINUTES

DATE: August 7, 1997

Members Present:	Gary Floyd, Catania Galvan, Alice Glasner, Susan Glendening, Jerry Grey, Kathryn Hyde, Donald Lapin, Matthew Lintner, Steven Medbery, Barney Popkin, Anthony Sacco.
Observers were:	Sue Cone (HMAC), Ben Gale (Environmental Health), Laura Goldstein (Academy of Art), David Marlowe (Academy of Art), Michael Betancourt (Woodward, Clyde Consultants), Sukey Schwartz, (Advisory Committee Secretary), John Martinez, BEHM.
Members Excused:	Mark Galbo

Meeting began at 8:35 AM. at the Emergency Command Center, located at 1003-A Turk Street.

I. Introductions, Announcements, Agenda Changes

The July minutes were approved.

Mr. Ben Gale introduced Mr. John Martinez who will be coming on board and announced that he will be assuming Ms. Sukey Schwartz' duties. A brief description of John's duties was given and Sukey was given a round of applause of appreciation by the members.

Phone (415) 252-3800
1390 Market Street, Suite 210
San Francisco, CA 94102
Fax (415) 252-3910

Ms. Carol Bach of The Port of San Francisco was able to obtain additional funding for the Wetlands Project, with support of HMAC.

Mr. Barney Popkin distributed a list of announcements of upcoming environmental events.

Ms. Catania Galvan said that she has noticed demolition of Public Housing projects and feels that one should be incorporated into the Sustainability Plan using it as a model doing composting, etc. The Sustainability Plan can be accessed on the Net at HTTP:\\WWW.ICA.APC.ORG\SUSTAINABLE. Other organizations which one can contact are the Commission On Environment at (415) 554-3430 or Sustainable City at (415) 775-0396 - or via E-Mail SUSTAINABLE@IGC.APC.ORG.

She also mentioned her upcoming Twenty-Fourth Street Festival, “Festival de Las Americas” on Sunday, September 14th (Between 24th St./Mission/Bryant). A one page pamphlet with basic compliance instructions and/or a fact sheet which she could hand out at these functions was suggested.

II. Public Comment on Matters Appearing on the Agenda

There was no public comment.

III. Hazardous Materials Program Update - Sue Cone

A hearing was held for the University of California (UC) Parnasus Campus Power Plant (ammonia tank Risk Management Plant (RMP) and the public was concerned, as to the nearness to their residences. It was determined that the Bureau of Environmental Hazardous Management (BEHM) has no authority to direct UC as to the location of the power plant, although it is up to UC to maintain the site. The levels of safety outlined in the RMP have several redundant safety measures as part of the design.

Ms. Cone also mentioned that staff has begun incorporating hazardous waste generator inspections under The Certified Unified Program Agency concept (CUPA). One hazardous waste requirement is that businesses complete a waste audit check list to determine how they can reduce hazardous waste. Most have never heard of such check lists, and the check lists that exist are, for the most part, extremely complicated, geared mostly to large quantity generators. Many smaller businesses that previously were not regulated under the Hazardous Materials Registration requirement (due to quantity stored) are regulated under the Hazardous Waste Generator Program since there are no threshold quantities to establish a "generator". At the state level, there is current legislation that would make the previously required one-page chemical inventory form optional for businesses; the CUPA would be required to accept the form, should it be submitted in lieu of the locally prepared inventory form.

Nine thousand flyers were sent out announcing work shops during the third and fourth week of August at 101 Grove Street, Room 300. The work shops will discuss new ordinance amendments focusing on fees in particular. Mr. Popkin suggested that this would be an excellent opportunity to recruit business representative members of the HMAC to participate in the program on an on-going basis. The response has been favorable, projecting an attendance of 100 people per work shop.

A revised Hazardous Materials and Hazardous Waste Ordinance summary was distributed to all members at the meeting. Ms. Cone stated that the Ordinance Amendments are on the fast track since the original projected date of implementation was 7/1/97. Members have already approved one-third of Article 21A regarding Regulated Substances at a pervious meeting.

IV. BEHM UPDATE - Ben Gale

Mr. Gale mentioned that they have been trying to get Dr. Mitchell Katz to attend one of the meetings but now that he is acting as interim Health Director, replacing Dr. Sandra Hernandez, scheduling has become extremely difficult.

One hundred and twenty thousand notices regarding Prop. 218 sent out by the Lead Program to property owners indicating an $1.00 special assessment tax brought an overwhelming response with hundreds of calls being received. The notice, drafted by the City Attorney's office was written in difficult-to-understand language. This fee was intended to cover the cost of family relocation during lead abatement projects.

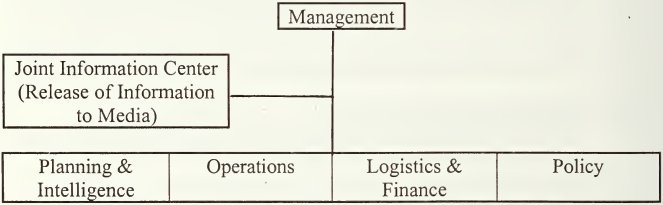
SB1248 allows local agencies to assume responsibility for oversight of site remediation once granted authority to do so. Currently, the city has identified at least 60 sites that are potential candidates for a pilot program.

V. **Follow-up on Brisbane Dust Clouds**
High dust levels were not detected during the tour of the NorCal facility previously taken by some HMAC members.

VI. **Annual Report Discussion**
This item was tabled.

VII. **TOUR - Lou Canton - Mayor's Office of Emergencies Services**

During his tour of the Emergency Command Center (ECC), Mr. Canton first explained the chain-of-command that would be initiated in case of an emergency. Only the Mayor can declare an official state of emergency, although other departments can activate the ECC for any event that would require coordination among several different agencies or groups (e.g. Mayor's Conference).


Management
Joint Information Center (Release of Information to Media)
Planning & Intelligence
Operations
Logistics & Finance
Policy

The tour included four rooms:

1. **Operations Room** This room is staffed by individuals from City Departments or other agencies whose function is to direct resources so as to best accomplish needed activities.

2. **Planning & Intelligence Room** This room is staffed by individuals tasked with event assessment and mitigation planning.

It contains equipment necessary for TV monitoring, mapping capability, etc., message center and is staffed by media specialists.

3. **Logistics & Finance Room** This room is staffed by individuals whose function is to coordinate activities of diverse resources such as utilities, military liaisons, Red Cross, etc.

4. **ECC Policy Section** This room houses senior management and top city officials, as appropriate during activation of the ECC.

VIII. **New Business/New Month's Agenda**

Pollution Prevention (P2) Mr. Lapin suggested investigating the cost and feasibility of placing an ad in the front section of the Pacific Bell Yellow Pages.

Follow-up on Pollution Prevention/Small Business Hazardous Waste Disposal and the Household Hazardous Waste Facility.

Center for Habitat Restoration

Annual Report

Meeting adjourned at 11:00 A.M.

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Department of Public Health
Bureau of Environmental Health Management
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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M D
Interim Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

F
15.5
2
/4/97

ANNOUNCEMENT OF MEETING

DATE: September ~~7~~ 4, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

Wrong Date
Called 9/4/97

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AGENDA

I.	Introductions, Announcements Approval of Minutes - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Public Comment on Matters Appearing on the Agenda	8:35 - 8:40
III.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
IV.	BEHM Update - Ben Gale	8:50 - 9:00
V.	Center for Habitat Restoration - Gary Floyd	9:00 - 9:10
VI.	Annual Report Discussion - Barney Popkin/Sue Cone	9:10 - 9:20
VII.	Pollution Prevention/Small Business & HHW - Karen Strandoo	9:20 - 9:35
VIII.	Yellow Pages Ad for P2 - Kathryn Hyde	9:30 - 9:45
VIV.	New Business/Next Month's Agenda	9:45 - 10:00

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CO-ORDINATOR
AT: 252-3800

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Sunshine Ordinance Task Force
401 Van Ness Avenue, Room 402,
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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Interim Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE (HMAC)

DISCUSSION NOTES

DATE: September 4, 1997

Members Present:	Catania Galvan, Alice Glasner, Susan Glendening, Kathryn Hyde, Doug Kern, Barney Popkin, Anthony Sacco, Mark Youngkin, Sue Cone (HMAC)
Observers were:	Ben Gale (Environmental Health), Karen B. Strandoo (Solid Waste), Paul Fresina (Solid Waste), Russel Saearer (USF), Robert F. Manlove, (Dean, CCSF), Edmund Bedecarrax, (Chairman, Biology Dept., CCSF), David Greenberg (Deputy, City Attorney), John Martinez (Environmental Health).

Discussion began at 8:30 A.M.

Introduction, Announcements, Agenda Changes

Mr. Barney Popkin and Mr. David Greenberg of the City Attorney's Office, announced that since the public was not provided with adequate meeting notice, the HMAC was precluded from having an official meeting under the Sunshine Ordinance. Mr. Barney Popkin dismissed the meeting and those present continued the discussion as follows:

Mr. Barney Popkin further announced that Catalina Galvan was nominated to the U.S. EPA National Environmental Education Advisory Council.

Mr. Gary Floyd's old employer, URS Grenier/San Francisco, purchased Mr. Floyd's new employer, the Woodward-Clyde Group/Denver.

Mr. Barney Popkin announced that several city officials have asked him to look into technical issues regarding Fisherman's Wharf, SF traffic, Giant's Stadium, City "Environmental" units, environmental degradation and to be a representative at the International Council for Local Environment Initiatives in Atlanta.

Hazardous Materials Program

The Unified Program Agency Ordinance has been referred to the Board of Supervisors. Ms. Cone is not sure if the ordinance will need to be approved by the Finance Committee. Any fiscal impact to the City in excess of $200,000 must be referred to this Committee. Since the proposed fees are designed to cover the cost of program implementation, the "fiscal impact" is not clear.

The three Certified Unified Program Agency (CUPA) workshops held at the end of August proved very successful with over 200 people in attendance. Questions from the participants centered around the ordinance and clarification of the hazardous waste generator fee off-set for the State Board of Equalization. Ms. Cone explained that fees for these required programs were determined by considering the total program cost and dividing that cost equitably among all regulated businesses.

During the workshops, a flyer recruiting new members for the HMAC was distributed. How ever, it did not result in a large response.

The next step is for the ordinance to go to the Mayor's Small Business Advisory Committee which will be held on Monday, September 8, 1997 at 5:30 p.m., at 401 Van Ness Street. Ms. Cone requested that an HMAC member attend to voice support for the proposed ordinance amendments. Ms. Catania Galvan and Mr. Don Lapin agreed to attend.

BEHM Update - Ben Gale

Mr. Ben Gale announced that Dr. Mitchell Katz, Interim Director of Health will be invited to the next meeting so that he gets a chance to meet the committee members and visa versa. He also mentioned that there are no immediate replacements for Dr. Hernandez' position.

Mr. Gale mentioned the development of a Web Page with a completion date of October or November. Members of the Committee were invited to contribute any feedback they felt necessary in this development, as it is intended that the committee be a part of the Web Page announcing meeting dates and times.

Mr. Gale then discussed the recent shellfish poisoning which came out of British Columbia, Washington and Oregon waters. There were no California or east coast waters involved in this shellfish contamination. The Department issued a public health notice immediately upon learning of the increased incidence of Vibrio poisoning.

Mr. Ben Gale took a moment to congratulate Ms. Sue Cone on an excellent CUPA workshop, mentioning that the material, handouts and the success of the workshops was a direct result of her efforts, most notably the plain English materials and the straight forward presentation.

Mr. Gale indicated that MUNI is currently in the process of ordering 280 replacement busses, which emit diesel vapors. MUNI has been asked to give serious consideration to the use of busses that are fueled by compressed natural gas (CNG) and the development of a strategic plan to ultimately convert to all electric busses. He also pointed out that Mr. Richard Lee of Environmental Health is currently working on a project regarding this matter and it was suggested that he be included on the October agenda.

Finally $250,000 has been allocated from the Solid Waste Management Board to do a hazardous waste clean up on a Bayview Hunters Point area lot.

Center for Habitat Restoration

Mr. Bob Manlove, Dean CCSF (City College of San Francisco), and Mr. Edmund Bedecarrax, Chairman, Biology Department CCSF (City College of San Francisco) spoke about the Center for Habitat Restoration.

Their role of this program is to:
- Provide a curriculum base which will validate habitat restoration..
- Coordinate student projects aimed at monitoring and guiding restoration in particular areas.
- Validate, with college credit, those people who are going on into professional life in the area of environmental restoration.
- Promote general education for the community at large on not only restoration but the maintenance of the environment.

Dean Bob Manlove began his presentation by stating that City College had received an overwhelming response from students interested in environmental programs. He also realized that by unifying internally and by increasing ties with various agencies such as the Golden Gate National Recreation Area, (GGNRA), San Francisco League of Urban Gardeners (SLUG), the Port of San Francisco, funding for these programs was available.

Mr. Bedacraax, described typical student activities at a site called Wolf Back Ridge near the Waldo tunnel. Although extreme ecological damage had occurred, the students believed that they could restore it to its natural ecological system once again. After approximately 20,000 hours of work over a five year period the land was recovered and a previously endangered butterfly species was re-established.

Mr. Bedacraax asked the committee for their endorsement and support stating that there is an incredible amount of work to be done in this area. An on-going program would afford the opportunity for students to move into neighborhoods and get them involved in environmental activities.

Pollution Prevention/Small Business & Household Hazardous Waste

Ms. Catania Galvan reported that there is a problem regarding the regulating of Small Business Loans (SBA), in that businesses are factoring in as much as $20,000 should they get fined for any dumping practices. Ms. Galvan proposed that perhaps these small businesses need educating and that the City offer information that can help them run their business more efficiently.

A Report was given by Mr. Paul Fresina regarding the Hazardous Waste Management Program which has designed a database of 3,200 businesses that generate hazardous waste based on state records. Of the hazardous waste generated in the city, approximately 80% is generated on a one-time basis (i.e. asbestos removal, site remediation, etc.).

The indications have been, that from 1994 to 1995 the amount of hazardous waste generated has decreased by about 40% in San Francisco. The hazardous waste generator report for 1996 is due out in October.

Mr. Paul Fresina also stated that there are now 50 waste oil collection sites and that in the City Hazardous Waste Management currently has a service contract bid out for a company to add anti freeze collection from some of these sites. The deadline for this bid is September 22, 1997.

He further announced that there is about $25,000 available in grant money for hazardous waste reduction technology, but last year they only gave out about $9,000 because businesses are reluctant to apply for these funds; as a result, some of the money will be used to finance the anti freeze project. It was discovered that in the past some projects have shown that the grants would not have been worthwhile for the businesses to fund on their own, and that was good information to know. This information has resulted in trouble shooting potential problems of who should apply and what kinds of equipment they should invest in to adequately process the waste they produce.

Mr. Paul Fresina also discussed the development of hazardous waste workshops for professionals such as painters, printers and building owners as well as other industries, such as dry cleaners, and realtors, with a starting date of January or February. He also mentioned that Hazardous Waste Management is planning to have available voluntary on-call waste audits, so that any interested company can schedule an audit. Alternatively, the HWMP will supply self audit check lists upon request.

Solid Waste Management has also set up a Web Page (WWW.SFHAZWASTE.ORG) including a paint-exchange directory, currently with about 100 listings of sources of excess paint and groups who are willing to accept it. Mr. Fresina further stated that this Web Page would be useful for any residents, businesses, city departments, etc. who are seeking information regarding hazardous waste management.

Yellow/Blue Pages Ad for P2 (Pollution Prevention)

After researching the yellow pages of the San Francisco telephone book Ms. Kathryn Hyde discovered that the blue page section is free and the next telephone book will be coming out in 1998. Requests must be mailed to the telephone company by March, 1998 and all decisions are based on what they call "priority issues" as established by Pacific Bell.

Ms. Kathryn Hyde mentioned that Hazardous Waste Management already has a three page brochure, that tells all residents what to do with recyclable items including a number that they can call for further information on this subject.

Author: "Popkin, Barney" <POPKINB@ttemi.com> at ~DPH-INTERNET-MAIL
Date: 9/4/97 1:03 PM
Priority: Normal
To: Ben Gale at ~DPH_BEHM, Sue Cone at ~DPH_BEHM, Susan Schwartz at ~DPH_BEHM,
john_martinez@dph.sf.ca.us at ~DPH-INTERNET-MAIL, gaf@netcom.com at ~DPH-INTERNET-
mjgalbo@itsa.ucsf.edu at ~DPH-INTERNET-MAIL,
IMCEAINTERNET-cgalvan+40ggu+2Eedu@ttemi.com at ~DPH-INTERNET-MAIL,
Alice_Glasner@ci.sf.ca.us at ~DPH-INTERNET-MAIL,
susan.glendening@us.mw.com at ~DPH-INTERNET-MAIL,
khyde@ccsf.cc.ca.us at ~DPH-INTERNET-MAIL, dkern@netcom.com at ~DPH-INTERNET-MAIL,
ladue@sirius.com at ~DPH-INTERNET-MAIL, mfl@sonnenschein.com at ~DPH-INTERNET-MAIL,
SteveMatt2@aol.com at ~DPH-INTERNET-MAIL, bppopkin@sirius.com at ~DPH-INTERNET-MAI
OLD4@AOL.COM at ~DPH-INTERNET-MAIL, mark@site2c.com at ~DPH-INTERNET-MAIL
Subject: Draft Center for Habitat Restoration resolution

Dear HMAC,
Here's a draft resolution for voting on at our October 2, 1997 meeting. Frank Martinez-please be sure to distribute it with the October 2 agenda and the September 4 discussion notes. Thanks, Barney

****

To the Board of Supervisors,

Restored habitats, especially wetlands, serve several societal benefits, including biodiversity encouragement, water quality amelioration, shoreline erosion protection, fisheries development, air temperature normalization, and aesthetic or scenic enhancement. Wetlands in particular are among the most biological productive and global warming countervailing environments on earth. In addition, habitat restoration and biodiversity are cornerstones of a sustainable society, as discussed in The Sustainability Plan for the City of San Francisco (June 1996) which was approved as City policy.

The Hazardous Materials Advisory Committee supports the City College of San Francisco's Center for Habitat Restoration because (1) we feel that there is a need in the City for coordination of curriculum, training, internships, and practical restoration work, and (2) that the City College is uniquely qualified to meet this need through its large, diverse, and ecologically interested student and teaching populations.

The Committee has had discussions with Center personnel, and for several months, we have been encouraging development of the Center through coordination activities between the Port of San Francisco and the Center.

The Committee recommends that the Board of Supervisors support the Center of Habitat Restoration for the benefit of the City, its visitors, and the bay area.

Sincerely,

Barney Popkin
Co-chair

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ENVIRONMENTAL HEALTH MANAGEMENT

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Interim Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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AGENDA

DATE: October 2, 1997
PLACE: DEPARTMENT of Public Health
101 Grove Street, Room 302

I.	Introductions, Announcements Approval of Minutes of August 7, 1997 - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Public Comment on Matters Appearing on the Agenda	8:35 - 8:40
III.	Hazardous Materials Program Update - Sue Cone	8:40 - 8:50
IV.	BEHM Update - Ben Gale	8:50 - 9:00
V.	MUNI/Bus update - Richard Lee	9:00 - 9:10
VI.	Action Item: In support of CCSF Habitat Restoration Program	9:10 - 9:20
VII.	Annual Report Discussion - Barney Popkin/Sue Cone	9:20 - 9:30
VIII.	Loans with Inadvertent Impacts - San Francisco Chamber of Commerce, and SBA's - Catania Galvan	9:30 - 9:40
VIV.	Update on Blue Pages - Kathryn Hyde	9:40 - 9:50
X.	New Business/Next Month/s Agenda	9:50 - 10:00

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Know your rights under the Sunshine Ordinance!
(Chapter 6.7 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the
Sunshine Ordinance Task Force
401 Van Ness Avenue, Room 402,
San Francisco, CA.

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City and County of San Francisco
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ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE (HMAC)

MINUTES

DATE: October 2, 1997

Members Present:	Gary Floyd, Catania Galvan, Alice Glasner, Susan Glendening, Kathryn Hyde, Doug Kern, Donald Lapin, Steven Medbery, Barney Popkin, Anthony Sacco.
Observers were:	Mike De Bettencourt, (Woodward, Clyde Consultants), Carol Bach (Port), Richard Lee (DPH), David Greenburg (City Attorney's Office), Kelley Etherington (HWMP), Mitchell Katz, MD. (Acting Director of Public Health), Sue Cone (DPH), John Martinez (BEHM).
Members:	Excused: Matthew Lintner, Mark Galbo.

Meeting began at 8:30 A.M.

I. Introductions, Announcements, Agenda Changes

The August minutes were approved.

Mr. Gary Floyd thanked the committee for hosting Bob Manlove, Dean, City College of San Francisco (CCSF) and Mr. Edmund Bedecarrax, Chairman, Biology Department (CCSF) and for supporting the City College Habitat Restoration Program.

Mr. Floyd reported that due to funding provided to CCSF from the Regional Environmental Business Resources Center, as well as other contributions from the Port of San Francisco, their center has come closer to becoming an entity.

Mr. Barney Popkin presented a list of the "Priorities of the Commission of the Environment", which are as follows:

- Green Building Ordinance for Municipal Buildings.
- Integrated Pest Management Ordinance.
- Mayors' and Supervisors issues.
- Public Outreach.
- Review City Agencies to implement Sustainability Plan.

Mr. Popkin provided the committee with the City's Web Page which is: WWW.SFWASTE.ORG, along with a list of all the Supervisors E-Mail addresses.

II. Public Comment on Matters Appearing on the Agenda

There was no public comment.

III. Hazardous Materials Program Update - Sue Cone

The Unified Program Agency (EPA) ordinance was approved by the Health, Family and Environment Committee of the Board of Supervisors. When the ordinance was heard by the Mayor's Small Business Advisory Committee, they chose to postpone their vote to allow time to review it. Ms. Cone anticipates that the new ordinance will be effective by the first week in December. BEHM Management Information System (MIS) staff are currently developing an automated accounting system that must be operational prior to UPA implementation.

Ms. Cone noted that staff from the Hazardous Materials Program hosted a group from Nigeria led by the Head of the Nigerian EPA. They were primarily interested in looking at a site that is in-full compliance with the underground storage tank (UST) 1998 upgrade requirements as well as a site that is non-compliant. The two sites selected were an Olympic Gas Station and a City Site at 2323 Army Street.

IV. BEHM Update - Ben Gale

Mr. Ben Gale was not present so his report was postponed to the November meeting.

V. MUNI Bus Update - Richard Lee

Mr. Richard Lee announced that MUNI is ready to take bids for the purchase of 280 new replacement busses (100, 60 foot articulated busses and 180 regular 40 foot diesel buses).

Mr. Lee further announced that the advantages and disadvantages of Compressed Natural Gas (CNG) buses are being discussed at this time as outlined below.

The advantages of Compressed Natural Gas (CNG) buses are as follows:

- The California Air Resources Board (CARB) certifies different engine models for compliance with its 1997 emissions standards.
- The CNG engines emit less oxides of nitrogen and particulate matter. The diesel engines emit less carbon monoxide and total hydrocarbons. The oxides of nitrogen have the greatest influence on the development of ozone's in the air.
- The Bay Area Air Quality Management District (BAAQMD) has stated that the diesel exhaust particulates are more toxic (carcinogenic) than CNG exhaust.

The disadvantages are:

- Compressed natural gas is much more flammable than diesel and therefore can be a safety hazard to maintenance workers and possibly drivers and passengers.
- CNG buses require heavy cylinders for storage of the CNG on the buses.

MUNI does not want to purchase CNG buses; some of their reasons include:

- CNG buses are only available for 40 foot buses, but not articulating buses.
- Maintenance requirements and costs are expected to double.

- Cost analysis of CNG buses will be an increase of 50 to 100 thousand dollars more per bus; however Air Quality Management is willing to fund some of the buses.
- MUNI will need to dedicate a facility for maintenance for CNG buses, including special training for maintenance workers, facilities for fueling, and will be required to compensate with additional buses for reduced passenger capacity.

It was noted by Mr. Barney Popkin that over 250 cities including San Francisco have signed a pack to reduce greenhouse gas emissions, primarily of CO2 and methane by twenty percent.

Mr. Lee also pointed out that there will be a meeting with the Board of Public Transportation where they will have further input regarding this matter before reaching a final decision.

VI. Action Item - Center for Habitat Restoration - Gary Floyd

Mr. Anthony Sacco made a motion to support the Center for Habitat Restoration, and both Susan Glendening and Catania Galvan, seconded it, with a unanimous approval by the committee.

Mr. Barney Popkin pointed out that even though this is not a hazardous waste/materials issue, the committee is interested in this project because often hazardous/waste mitigation issues become wetland restorations issues as well, (i.e. Hunters Point, Presidio, and Pier 98).

VII. Annual Report Discussion - Barney Popkin/Sue Cone

Ms. Sue Cone suggested to the Committee that their goal is to look at the Annual Report and perhaps have two people work on each section. and speak to her for input, thus taking the burden off the Co-Chairs.

It was decided to use last years report as a model and the sections were delegated as follows:

- Assessment of the program meeting responsibilities - Mr. Steve Medbery.
- HMAC letters written during 1996 - Mr. Barney Popkin and Ms. Catania Galvan.
- HMAC Membership - Mr. Barney Popkin.

- HMAC Activities 1996 - 1997 - Ms. Susan Glendening and Ms. Kathryn Hyde.

  Mr. Popkin proposed that the committee be provided with a status report from the Health Department on each section from last year's report before new recommendations are proposed for the current report. The committee members agreed to have a working draft of the Annual Report by the December meeting for completion by January.

VIII. **Small Business Loans - Catania Galvan:**
Ms. Galvan will discuss this issue at the November meeting.

VIV. **Update on Yellow Pages/Blue Pages - Kathryn Hyde**
Ms. Kathryn Hyde reported another type of Yellow Pages called "The Smart Yellow Pages". Although resources for small businesses who generate hazardous waste, are not listed in these yellow pages it is possible to submit the same information for this section of the telephone book at no charge. Ms. Hyde also reported that all new businesses receive a free copy of this directory. The Committee must decide whether this will be a hot line for paint, oil, or hazardous waste, as space is limited.

Ms. Hyde also suggested another publication "Small Business Success", which is for Northern California and lists Small Business Administrations. The publication is willing to add a new section calling it "Community Resources" which can include hot lines.

Ms. Kelly Etherington noted that there is already a section in the Blue Pages regarding disposal of hazardous waste but most people do not believe they have hazardous waste. She felt that this section needs to be defined a little more clearly for better public understanding (i.e. define what is hazardous waste, and hot lines for oils, latex paint, batteries, anti-freeze for example).

X. **Dr. Mitchell Katz Interim Director of Health**
Dr. Mitchell Katz dropped by to meet and thank the members of the HMAC for the splendid work that they have been doing in their environmental endeavors. He also gave us his E-Mail address, which is: mitch_katz@dph.sf.ca.us

XI. New Business/Next Month's Agenda

Under New Business, Ms. Carol Bach announced that a new group is forming called "Urban Resources Partnership". This coalition is comprised of federal, state, non-profit and interested people who have received funding from the Federal Budget patched through the US Forest Service to form this urban research partnership. Their contact person is Ms. Holly Van Houten, who works with the National Parks Service at (415) 427-1451.

Ms. Bach also asked for the support of the Committee for the Urban Resources Partnership, by writing letters to the Members of the Port Commission, Attn: Mr. Marshal Hardeman, Chairman, at 111 Port of San Francisco, Port Commission, San Francisco, CA 94111, and asked that any letters sent include a cc: to her.

Under Old Business, Mr. Anthony Sacco inquired about an update on the site at 23rd. and Treat Avenue, an empty lot which needs to be environmentally cleaned up.

Under Old Business, Ms. Kelly Etherington showed a sample flyer regarding Hazardous Waste violations. This flyer was a joint effort between Ms. Etherington and Sgt. Mike Mahoney of the San Francisco Police Department. She stressed that the focus of her program is outreach rather than enforcement.

Meeting adjourned at 10:00 a.m.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M D
Interim Director of Health
Ben Gale, Director

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

DATE: November 6, 1997
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements Approval of Minutes of October 2, 1997 - Co-Chair, Barney Popkin	8:30 - 8:35
II.	Program Report - Update on site at Treat/23rd. Street - Sue Cone	8:35 - 8:45
III.	Environmental Health Report - Ben Gale	8:45 - 8:55
IV..	MIS Demonstration - Jim Brehmer/Sue Cone	8:55 - 9:20
V.	Small Business Loans- Catania Galvan	9:20 - 9:30
VI.	Annual Report - Barney Popkin	9:30 - 9:40
VII.	Update on Blue Pages - Kathryn Hyde	9:40 - 9:50
VII	New Business/Next Month's Agenda	9:50- 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE (HMAC)

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MINUTES

DATE: November 6, 1997

Members Present: Gary Floyd, Mark Galbo, Catania Galvan, Alice Glasner, Susan Glendening, Jerry Grey, Kathryn Hyde, Doug Kern, Donald Lapin, Matthew Lintner, Barney Popkin

Observers were: Harry J. Quinn (Real Estate), Ben Gale (Environmental Health), Marvin Yee (Parks and Recreation), Jeremy Chevrier (Environmental Health, MIS), Jim Brehmer (Environmental Health, MIS), Kelly Etherington, (HWMP), Jennifer Hann, (DPH), Jose Gomez (SFC), Maggie Johnson, Dave Greenberg (City Attorney), Ross Tibbits, Sue Cone (DPH), Frank Kayser

Members Excused: Anthony Sacco, Mark Youngkin, Steven Medbery.

Meeting began at 8:30 a.m.

I. **Introductions, Announcements, Agenda Changes**

Ms. Sue Cone announced that the HMAC Meeting scheduled for January will fall on January 1, 1998, the first Thursday of the month. The members discussed this issue and decided on Thursday, January 8, 1998 as the alternate meeting date.

Phone (415) 252-3800
1390 Market Street, Suite 210
San Francisco, CA 94102
Fax (415) 252-3910

Mr. Barney Popkin asked that the approval of the August minutes include approval of the CUPA Amendment which was discussed and voted in at that meeting.

Ms. Kelly Etherington clarified that the Web Page for the Solid Waste Program for the City of San Francisco is WWW.SFHAZWASTE.ORG

II. Update on site at 23rd./Treat Street - Sue Cone/Ben Gale/Harry Quinn/Marvin Yee

Ms. Sue Cone reported that in 1992 there were two 550 gallon gasoline tanks removed from the 23rd./Treat Street site with a notice of completion for tank removal issued in 1994. It was at this time that this project was referred to the Local Oversight Program (L.O.P.), where it currently resides. A work plan that called for further over-excavation in the area where the tanks were removed was approved by L.O.P. staff in September 1997.

Mr. Ben Gale stated that the Bureau's responsibility for the 23rd/Treat Street property has been confined to the removal of the tanks and subsequent clean-up of the petroleum contamination. Other issues regarding lead contamination of surface soil, transfer of the property, planning for and construction of a park are issues for the Real Estate and Parks and Recreation Department.

Mr. Harry Quinn, Assistant Director of Property for the Real Estate Department and Mr. Marvin Yee, Project Manager for the Parks and Recreation Department, who are currently working on the project, were present to provide a current status report.

Mr. Quinn explained that negotiations with the owners are close to terminating with signed agreements expected by the start of next week.

Mr. Yee reported that in 1994 the Parks and Recreation Department was approached to build a park in the Mission District. The 23rd./Treat Street property was selected and it was at that time that their department began designing a program for the park with a combination of both active and passive activity. Because of the contamination issues, recommendations were made to elevate and capsulate the property with two feet of soil; this would be a solution that would not alter the design but would enhance the site as well. It was felt that this would also provide a barrier from the contaminated soil.

Parks and Recreation Department enlisted the help of the community by holding three meetings with the local residents encouraging comments and feedback regarding what they would like to see done at this location.

Mr. Yee further explained that the total liability for clean-up is on the property owners, resulting in a deduction of about $300,000 from the sales price. It is anticipated that a draft of the purchase agreement will be completed by Monday, November 10, 1997 and presented to the owners. Once an agreement is reached, it must be approved by the Board of Supervisors. The 25,000 sq. foot project has been budgeted for 1.5 million dollars over a two or three year period.

III. BEHM Report - Ben Gale

Mr. Ben Gale announced that he is currently working with San Francisco Bay Advocates for Environmental Rights (SAFER), an organization that protects and improves the quality of the San Francisco Bay in identifying issues in the bay and bringing them to the attention of the people being immediately affected. As the result of identification of contaminated fish by the State Department of Health Services, signs were posted in eight different languages and in thirteen different locations from Fort Point to Candlestick Park (30 signs in all). Plans are currently underway to upgrade the signs to metal construction as soon as outstanding technical issues are resolved.

- Mr. Gale announced that Mr. Henry Louie of BEHM has acquired a $300,000 grant from California Integrated Waste Management Board which will be used to clean up a hazardous waste site in the Bayview Hunters Point area

- Mr. Gale also mentioned that he and Sue Cone are currently working with Supervisor Katz regarding guidelines for hazardous waste and hazardous materials reduction and/or substitution by City departments.

- The "No Smoking" ordinance will become effective January 1, 1998.

- The Bureau of Environmental Health's Web Page is closer to becoming a reality. Mr. Gale will keep the HMAC committee members updated on this project and will announce the address upon completion.

- The BEHM Open House will be held Thursday, December 11, 1997 at 1390 Market Street, between the hours of 3:30 p.m. till 5:30 p.m. All three floors that the BEHM occupies will be included, with food, prizes, and exhibits throughout each floor.

- Mr. Gale is also working with Mr. Larry Florin of the Mayors Office to develop a contract for removal of solid waste from Treasure Island; this contract will include recycling.

- The City is currently addressing an asthma issue where 65 students contracted asthma at George Washington Carver School due to mold. Asthma has become a state--wide concern with hospitalization and mortality rates rising internationally since 1980. It has been found most prevalent in the young African American community.

    - Mr. Gale announced that numerous complaints regarding mosquitos have been received from throughout the City. Staff has found mosquitos breeding in storm drains, home gutters, and other locations with standing water. Elimination of standing water sources is the best prevention. Existing problems that can not be drained can be treated with biological hormone growth inhibiting products such as Altosid. This product must be applied by a licensed professional.

IV. Management Information System (MIS) Demonstration Jim Brehmer/Sue Cone

Ms. Sue Cone is currently working with MIS Staff to create a data base enhancement that can be used to implement the CUPA Program. The Hazardous Material data base was started several years ago with hazardous materials registration and underground storage tank permitting and is now ready to incorporate the CUPA Program. The data base is based on the Access platform, making it very flexible and easy to use.

Business regulatory status, staff time, facility information and billing/accounts receivable are the main components of the Access data base, with modules on violation tracking and chemical inventory soon to follow. Currently there are 17,000 businesses in the data base with about 2,000 actively regulated.

V. Small Business Loans - Catania Galvan

Ms. Galvan spoke to representatives of both the South of Market Foundation and the Bank of America who were not able to provide much information about environmental compliance requirements for businesses seeking loans. She will continue to investigate the small business loan process and report back to the committee.

VI. Annual Report - Barney Popkin/Sue Cone

Ms. Sue Cone announced that last years Annual Report has been divided among the Committee Members, assigning two members for each section. Committee members have agreed to have a draft ready by the December meeting.

VII. Update on Yellow/Blue Pages - Kathryn Hyde

Ms. Kathryn Hyde reported that multiple listings for environmental services in the Yellow Pages are available in the San Francisco Directory. The listings currently have six hot lines for hazardous waste disposal or hazardous waste problems. There is also a business magazine published by the Yellow Pages which is based on current issues. Ms. Hyde suggested that the HMAC consider submitting information for publication in their December issue since it will feature energy and waste issues.

Ms. Hyde has learned of the Service Corps of Retired Executives (SCORE), where up to 40 new business owners meet monthly. She felt that this presented an ideal situation for handling out brochures and possibly setting up workshops as an outreach process to disseminate information regarding appropriate guidelines for regulating and disposing of hazardous materials.

VIII. New Business/Next Month's Agenda

Mr. Barney Popkin reported that he had made a presentation at the Commission on the Environment Meeting regarding the Hazardous Materials Advisory Committee (HMAC). Mr. Ben Gale also spoke at the meeting making a presentation about the Department of Public Health's role in environmental issues.

Mr. Popkin and Mr. Gale decided that an invitation to the Navy requesting a military base update would be appropriate at the December HMAC meeting.

Mr. Doug Kern suggested that the HMAC might be interested in Parcel E, located at Hunters Point which he considers at the top of the list of hazardous waste sites in the city of San Francisco. He suggested that the Committee review the feasibility study due for publication in mid-December to decide if it is an issue they would like to address.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

DATE: December 4, 1997
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements Approval of Minutes of November 6, 1997 Co-chair, Barney Popkin	8:30 - 8:35
II.	BEHM Report - Ben Gale	8:35 - 8:45
III.	Annual Report - Barney Popkin	8:45 - 9:00
IV.	Fishing and Sinage Update - Ben Gale/Ken Sato	9:00 - 9:30
V.	Yellow/Blue Pages Update - Kathryn Hyde	9:30 - 9:40
VI.	Small Business Loans Update - Catania Galvan	9:40 - 9:50
VII.	New Business/Old Business - Barney Popkin	9:50 - 10:00

Disability Access

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Interim Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE (HMAC)

MINUTES

DATE: December 4, 1997

Members Present:	Catania Galvan, Alice Glasner, Susan Glendening, Jerry Grey, Kathryn Hyde, Donald Lapin, Matthew Lintner, Steven Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin, Bill Wilson
Observers were:	Maggie Johnson (Uribe & Assoc.), Ross Tibbits (Public Interest), Mike Thomas (Communities for a Better Environment), Karen B. Strandoo (CCSF), David Greenburg (City Attorney), Ken Sato (BEHM), Jack Breslin (BEHM), Keith Nakatani (Save San Francisco Bay Association), Jennifer Mann (SF DPH), John Martinez (BEHM)
Members Excused:	Gary Floyd

Meeting began at 8:30 a.m.

I. **Introductions, Announcements, Agenda Changes**

Because Thursday, January 1, 1998 falls on New Years Day the HMAC Committee will be unable to meet on their regular first Thursday of the month. The members instead, agreed to meet on Thursday, January 8, 1998 at the same time and location.

Mr. Jack Breslin announced that the Bureau of Environmental Health (EHMS) is now to be known as the Environmental Health Management Section (EHMS).

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Mr. Barney Popkin announced that Ms. Catania Galvan has been appointed to the United States Environmental Education Advisory Committee.

A list focusing on fines for public dumping of toxic materials in the City of San Francisco, has been printed in several languages including English, Chinese, Spanish, and Tagalog. Ms. Galvan announced that she will also arrange to have additional flyers in Korean, Vietnamese, Russian, Japanese, and Arabic which are to be posted throughout the various areas of San Francisco.

Mr. Popkin also announced that an Open House sponsored by the Environmental Health Section at Fox Plaza is to be held Thursday, December 11, 1997. All HMAC members are welcome.

Clarification of a comment made by Mr. Ben Gale at the December meeting during his BEHM report should read:
The City is currently addressing an asthma issue where approximately 65 students have been diagnosed with asthma at George Washington Carver School. Asthma has become a state-wide concern with hospitalization and mortality rates rising internationally since 1980. It has been found most prevalent in the young African American community.

Mr. Popkin asked for approval of the November minutes. Mr. Tony Sacco pointed out that Treat Street should be recognized as Treat-Avenue; and Mr. Bill Wilson asked to be added to the list of members present at the November meeting. Ms. Catania Galvan seconded the motion and it was moved as corrected and approved.

II. BEHM Report - Ben Gale

Since Mr. Gale was scheduled to attend another meeting so the committee members scheduled his BEHM update for the January.

III. **Annual Report - Barney Popkin**

Committee members have been requested to provide draft sections of the report to John Martinez prior to the January HMAC meeting.

IV. **Fishing and Signage Update - Ken Sato**

Mr. Jack Breslin, Assistant Director of the Environmental Health Management Section (EHMS), introduced Mr. Ken Sato, Manager of the Water Quality Section of EHMS for his presentation on the signage program. Mr. Sato explained that in 1994 Cal EPA (Environmental Protection Agency), the Office of Environmental Health Assessment released an advisory concerning fish in the San Francisco Bay and the epocacy of consuming certain quantities of them. Mr. Sato has been working with fish advisory and community groups and is responsible for posting warning signs along the waterfront advising people to limit the amount of fish consumed.

Although this advisory is not mandated, San Francisco is the first government jurisdiction in the Bay Area that has proceeded independently to post and maintain these warning signs.

At that point, Mr. Sato turned over the meeting to Christine Arnesen, Chief, Community Relations and Education Sections at the State of California, Department of Health Services, Environmental Health Investigations Branch.

Ms. Arnesen stated that the Education Outreach Task Force on Fish Contamination and Fish Consumption Issues was organized in 1993. It is a group of people comprised of local, state and federal government, community based organizations, environmental justice groups and private individuals, some of who, are interested because their families are fishermen.

The task force found through their studies that the primary driver for chemical contamination was methyl mercury and the secondary contaminant was Polychlorinated Bi-Phenyls (PCBs).

Ms. Arnesen then introduced Mr. Keith Nakatani, Program Director for the Save San Francisco Bay Association. He first gave back ground about their group citing that they deal with water quality issues, such as fish consumption, and that they also focus on conservation and advocacy issues. Their group began their consumption and information project over four years ago. This project focused on:

- **Research**

  Fish consumption and fishing habit surveys of over 300 people fishing from these central and north bay piers were conducted. Over 70% of the respondents were of color, many immigrants who are limited-or non-English speaking.
  The statistics are shown below:

Asian	40 %
African American	15 %
Hispanic	12 %
Causation	20+ %

- **Outreach and Education**

  With previous signage limited, new signs were proposed in different languages and with specific species of fish that were considered contaminated.

  The project coordinator for this issue is presently conducting workshops and presentations based on information from Cal EPA (Environmental Protection Agency), citing ways to minimize exposure. The workshops include methods of cooking to minimize contamination.

  Development of videos and educational materials as well as presentations to schools, libraries and health organizations are other activities the task force has found beneficial to educate the public

- **Advocacy**
  Advocating toxic clean-up, the State Water Board Program's goal is to identify and rank toxic sediment hot spots in the bay and to develop clean-up plans; prevention plans; then to implement those plans.

  The meeting was then turned back over to Mr. Sato who added that in 1996 the EHMS began to further investigate the issue with the help of San Francisco Bay Advocates for Environmental Rights (SAFER) signs were developed to include eight languages instead of six that were originally proposed by the state. These interim signs were made of heavy stock, laminated and posted at eleven sites.

  The Health Department is a participant in the Task Force and has gained support from various government agencies (Golden Gate National Recreation Area, Port of San Francisco, State Recreation and Parks Department and the City's Recreation and Parks Department). The Port and Golden Gate National Recreation Area (GGNRA) has agreed to post and maintain the signs. Metal signs are being ordered by the Health Department and should be posted by the end of January 1998.

  Mr. Sato reemphasized that while signage is of primary importance, other avenues to keep the public informed must be explored.

V. Update on Yellow Pages/Blue Pages - Kathryn Hyde

Ms. Kathryn Hyde spoke with the director of Service Corps of Retired Executives (SCORE), who provides a lot of workshops on business planning, import/export, and legal aspects for small start up businesses in the San Francisco area. He mentioned that he would like a letter from HMAC to explain the Hazardous Materials Program and that he would be happy to have the HMAC brochures in their library.

Since they meet only once a month, Ms./ Hyde suggested that a letter should be generated and some brochures dropped off at their office. She is presently attempting to schedule herself to be on their agenda for early next year.

VI. Small Business Loans - Catania Galvan

Ms. Galvan will discuss this issue at the January meeting.

VII. New Business/Next Month's Agenda

An Methyl Tertiary Butyl Ether (MTBE) presentation about the Santa Monica issue regarding monitoring wells may be scheduled for a future meeting.

Meeting adjourned at 10:45 a.m.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF A SPECIAL MEETING

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DATE: January 8, 1998
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introduction, Announcements Approval of Minutes of December 4, 1997 Co-chair, Barney Popkin	8:30 - 8:35
II.	HUMPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 8:55
IV.	Annual Report (Including Members Portions) - Barney Popkin	8:55 - 9:10
V.	Yellow Pages Update - Kathryn Hyde	9:10 - 9:20
VI.	Small Business Update - Catania Galvan	9:20 - 9:30
VII.	Sediment Disposal/Remediation - Barney Popkin	9:30 - 9:55
VIII.	New Business/Old Business - Barney Popkin	9:55 - 10:00

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City and County of San Francisco
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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE (HMAC)

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MINUTES

Date: January 8, 1998

Members Present:	Jerry Grey, Doug Kern, Donald Lapin, Steve Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin, Ross Tibbits
Observers Were:	Pamela Jin (EHMS), Kelly Etherington (SWMP/HWMP), Doug Lipton (Levine-Fricke-Recon), Dave Greenberg (City Attorney), Ben Gale (EHMS), John Martinez (EHMS)
Members Excused:	Gary Floyd, Catania Galvan, Susan Glendening, Kathryn Hyde, Matthew Lintner, Bill Wilson

Meeting began at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes

Mr. Barney Popkin introduced Mr. Ross Tibbits, a new HMAC member to the Committee.

Mr. Popkin recently attended a San Francisco Commission on the Environment hearing which focused on water and waste water issues.

Mr. Popkin recently was informed that a British Environmental agency that is assembling a book about Green Initiatives is seeking contributing authors and topical suggestions.

Mr. Popkin announced that a meeting regarding the Hunters Point Shipyard Environmental Impact Report/Environmental Impact Statement (EIR/EIS) is scheduled for Thursday, January 15th at the Hunters Point Shipyard. Because of public interest, an extra meeting was scheduled.

There will be a tour of the new University of California San Francisco (UCSF) Central Utilities Plant, including the ammonia underground storage tank, on Friday, January 16, 1998. Attendees will meet promptly at 9:15 a.m. at the Environmental Health and Safety Office (EH&S) at 50 Medical Center Way.

Mr. Popkin further announced that a tour of the Hunters Point Shipyard and Treasure Island for the Altered Soils Summit and International Conference will be held on Wednesday, January 21st and Friday, January 23rd.

Mr. Popkin attended a Pier 98 meeting on Wednesday, January 7th which focused on the interaction between mosquitoes and sewage.

Mr. Popkin reminded HMAC members to continue working on their individual sections of the Annual Report and have them sent to Mr. John Martinez, Secretary for the HMAC before the February meeting.

II. HMUPA Report - Pam Jin

Ms. Jin focused on three issues for the Hazardous Materials Unified Program Agency (HMUPA) Report.

- The recently completed ammonia facility at UCSF is operational and received a shipment of ammonia on January 7, 1998. DPH staff was on hand to witness delivery and to verify that procedures specified in the Risk Management Plan (RMP) were followed. During the delivery, there was no detectable ammonia odor.

- The Department of Toxic Substance Control (DTSC), along with the State Office of Emergency Services (OES) and the State Water Resources Control Board (SWRCB) will be conducting an audit of the CUPA Program on January 23, 27, and 30. They will be meeting with staff and evaluating administrative and field procedures.

Some deficiencies may exist because the CUPA ordinance amendments did not become effective until the end of November 1997. Staff is currently in the process of implementing all CUPA requirements to meet the new legislative requirements.

- An Underground Storage Tank (UST) Workshop is scheduled for 2/19/98 from 2-5 p.m. in Room 300, at 101 Grove Street. The primary focus will be the 12/22/98 upgrade requirements for underground storage tanks. HMUPA staff will notify potential attendees about the workshop by mailing a flyer. Mr. Barney Popkin suggested that perhaps they could post notices on their Website and place an ad in a local newspaper, possibly the Independent

III. **EHMS Report - Ben Gale**

Mr. Gale announced that the Environmental Health Section (EHMS) has gone through many organizational name changes but the traditional Bureau of Environmental Health is still recognized by the media under that name.

Mr. Gale further announced that the Department of Public Health has completed its Annual Report for fiscal year 1996/1997. The report contains a departmental organizational chart that includes the Health Commission, Director of Health, Community Health Network, and the Public Health Division. The Environmental Health Management Section portion of the report can be found on page 22.

The EHMS has begun enforcing the “No Smoking Ordinance”, which went into effect January 1, 1998, in bars and taverns.

Mr. Gale announced that he will be contacting Supervisor Bierman’s office regarding her participation in a workshop regarding Methyl Tertiary Butyl Ether (MTBE). Details such as format, speakers, attendees and location have yet to be determined.

IV. **Annual Report - Barney Popkin**

Mr. Popkin asked Committee members to provide draft sections of the report to Mr. John Martinez prior to the February HMAC meeting.

V. **Sediment Disposal/Remediation - Barney Popkin**

Mr. Barney Popkin introduced Douglas S. Lipton, Ph.D. of Levine-Fricke-Recon who spoke on Sediment Disposal/Remediation.

Dr. Lipton gave a presentation about the criteria for classifying sediments with respect to their effect on salt water life and remediation strategies to address sediment contamination in the San Francisco Bay.

VII. **New Business/Old Business - Barney Popkin**

The minutes for December were not approved as adjustments were suggested and the revised minutes will be presented at the February meeting.

Discussion about extending the time of the HMAC meeting by one-half hour was introduced. Mr. Ben Gale indicated that changes in meeting room or time did not require approval as long as the information is posted in the agenda. The members agreed and the meeting adjourned at 10:00 a.m.

City and County of San Francisco
Department of Public Health
Bureau of Environmental Health Management
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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

DATE: February 5, 1998
Time: 8:30 a.m. - 10:30 a.m.
Place: Department of Public Health
101 Grove Street, Room 220 (2nd. Floor)

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AGENDA

I.	Introduction, Announcements Approval of Minutes of December and January 8, 1998 Co-chair, Steven Medbery	8:30 - 8:35
II.	EHMS Report - Ben Gale	8:35 - 8:45
III.	Annual Report - Sue Cone	8:45 - 9:00
IV.	Status of Hunters Point Shipyard - US Navy, EFA West, & US EPA-Region 9, Cal EPA Dept. of Toxic Substance Control	9:00 - 10:15
V.	New Business/Old Business - Steven Medbery	10:15 - 10:30

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ENVIRONMENTAL HEALTH MANAGEMENT

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE (HMAC)

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MINUTES
Date: February 5, 1998

Members Present:	Mark Galbo, Alice Glasner, Doug Kern, Donald Lapin, Matthew Lintner, Steve Medbery, Barney Popkin, Anthony Sacco, Mark Youngkin, Ross Tibbits, Bill Wilson. Steve Medbery chaired this meeting.
Observers Were:	Jennifer Mann (SFDPH), Chris Shirley (ARC Ecology), Bob Hickman (PUC - BERM), (Elaine Warren (City Attorney), Sue Cone (EHMS) Ben Gale (EHMS), Bruce Josloff (EHMS)
Guest Speakers:	Claire Trombadore (USEPA), Sheryl Lauth (USEPA), Daniel Stralka (US EPA), Ryan Brooks (U. S. Navy), Chein Kao (DTSC)
Members Excused:	Gary Floyd, Catania Galvan, Jerry Grey, Gary Floyd, Catania Galvan, Susan Glendening, Kathryn Hyde, Matthew Lintner

The Meeting began at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Old/New Business, Approval of Minutes

Mr. Popkin announced that he has received a written response from Mr. Breslin regarding questions about the Bay Fish Advisory signs. This response was made available to Committee members for review.

Mr. Popkin reported that in January he attended the hearing on Energy sponsored by the San Francisco Commission on the Environment.

Mr. Popkin reported that in January he, along with several members of the HMAC, took a tour of the ammonia facility at The University of California at San Francisco.

Mr. Popkin stated that in January he attended the Fisherman's Wharf Environmental Quality Advisory Committee meeting.

Mr. Popkin provided the Committee with copies of documentation on sediment and remediation technologies.

Mr. Popkin provided the Committee with the latest monitoring status report for the Bay. This report is a follow up from last month's discussion which addressed the subject of Bay sediment.

Mr. Popkin announced that the Bay Area Air Quality Management District is in the process of canvassing for prospective members for the Advisory Council. Mr. Popkin provided the Committee with copies of the application for those interested parties.

Mr. Popkin announced that the February 5 meeting of the Commission on the Environment will focus on air quality and public transit issues.

Mr. Popkin indicated that he is in the process of organizing a tour of the Bay Model and asked if any of the meeting's attendees were interested in participating in the tour.

Mr. Popkin announced that Hazmacon will be at the Santa Clara Convention Center at the end of March through the first part of April.

In light of efforts being made in the State Assembly to appeal to Smoking Ordinance, Mr. Gale proposed that the Chair or the HMAC as a whole send a letter to the Mayor's legislative office in support of continuation of the Smoking Prohibition.

Mr. Sacco made a motion to calendar discussion of the No Smoking Ordinance until the next scheduled meeting of the Committee. Mr. Medbery seconded this motion. The motion was approved unanimously.

Mr. Kern stated that he can act as a liaison between the HMAC and the Hunters Point Restoration Advisory Committee and thus can provide additional information to the HMAC regarding development at Hunters Point.

Review of Minutes

The minutes for January 1998 were approved unanimously. The approval of the December 1997 minutes were deferred to the next scheduled meeting in March.

I. EHMS Report - Ben Gale

Mr. Gale provided the meeting's participants with copies of the 1996-1997 Organizational Chart for the Department of Public Health as a follow up to last month's discussion of the reorganization of the Department. Mr. Gale clarified that Dr. Mitch Katz has recently been appointed Director of the Department of Public Health. Mr. Gale also noted that Environmental Health component of Community Health and Safety, which is under the direction of Deputy Director Bob Prentice, is now referred to as a Section.

Mr. Gale announced that the Bay Fish Advisory metal signs have now been produced. A copy of the sign was shown to the meeting's attendees. He also noted that the Spanish language translation was corrected. Mr. Gale affirmed that all of the relevant Bay Area agencies, including the Port, Golden Gate National Recreation Area, and the Recreation and Parks Department are in the process of posting the signs.

Mr. Gale reported that Hazardous Materials Unified Program Agency (HMUPA) recently underwent a State audit. He said that the San Francisco HMUPA was nominated and selected because it is one of the first Certified Unified Program Agencies (CUPA) in California. Mr. Gale underscored that the audit report concluded that, by in large, the San Francisco HMUPA is performing at an exemplary level.

With regard to the UCSF ammonia facility, Mr. Gale noted that at the time of the tour it was observed that the facility had accepted a shipment of ammonia but had not posted the appropriate signage. Mr. Gale and his associates brought this to attention of UCSF facility staff. Consequently, the signage was posted.

Mr. Gale reported that the Environmental Health Management Section (EHMS) is working closely with the San Francisco Unified School District to improve the quality of food handling. He stated that there is substantial room for improvement but that significant progress has been made over the last six months.

Mr. Gale indicated that as a result of recent media attention, EHMS is currently focusing its vector control resources on dealing with and mitigating the rodent problem in San Francisco.

Mr. Gale reported that State Senator Diane Watson is sponsoring legislation which would require that food service industry personnel receive training in cross contamination, food storage, display and cooking procedures. Mr. Gale anticipates that at the minimum, food service managers will be required to undergo this training in a phase-in over the course of one to three years.

Mr. Gale stated that he has not yet received information regarding Ms. Bierman's participation in a Methyl Tertiary Butyl Ether (MTBE) workshop nor have details been worked out regarding that workshop.

II. Annual Report - Sue Cone

Ms. Cone distributed copies of the Monthly HMUPA, the Annual Report and a Underground Storage Tank (UST) Upgrade Workshop announcement. With regard to the UST workshop, Ms. Cone said that the workshop will be conducted on February 19th ,between 2:00 and 5:00 p.m., at 101 Grove Street and that interested parties should fill out the flyer and submit it to HMUPA no later than February 17th.

Ms. Cone explained that all USTs and related piping installed prior to January 1, 1984 must be upgraded to meet current standards or be properly closed in accordance with state and local tank closure requirements by December 22, 1998. Ms. Cone stated that out of 800 USTs, 600 USTs are in compliance within the new deadlines. Consequently, approximately 200 USTs do not meet the upgrade requirements. Ms. Cone clarified that approximately half of the non-compliant tanks are owned by the City and County of San Francisco and that funding issues have slowed down the process for compliance of those USTs. However, she indicated that the compliance process is now proceeding.

Ms. Cone underscored that USTs that have not been upgraded by December 22, 1998 will be prohibited from accepting deliveries of motor vehicle fuel after December 22, 1998.

Ms. Cone noted that the auditors represented several State agencies including the Department of Toxic Substances Control, the State Water Resources Control Board and the Office of Emergency Services. The auditors audited all six CUPA Program elements. Both adminstative and field reviews were conducted.

Ms. Cone stated that the auditors requested that at least two inspections encompass all six of the CUPA Program elements. HMUPA chose Sanitary Fill which contains five of the six elements. Ms. Cone underscored that the auditors were very impressed with the technical and professional expertise demonstrated by the HMUPA inspectors.

Ms. Cone did note that the auditors found minor deficiencies in the permit program, the reporting process and the training program. With regard to the permit program the auditors wanted a change in the wording of the compliance certificate. With regard to reporting, the auditors indicated that HMUPA was supposed to have provided reports to the State for Fiscal 96/97 by September 30, 1997. However, Ms. Cone stated that since there was no CUPA Program in place at that time these reports could not be generated.

And lastly, with regard to training, the HMUPA was not able to provide the auditors with a written staff training plan. Ms. Cone concluded by stating that HMUPA has not yet received the auditors' report.

III. Status of Hunters Point Shipyard

Ms. Claire Trombadore of USEPA gave a presentation on the investigation and cleanup of the Hunters Point Shipyard. Copies of outlines and summaries regarding these activities were distributed to the attendees.

Ms. Trombadore defined Site responsibility as follows: The site is being addressed through Federal Actions. The Navy is the lead agency for the site. Management of the site is conducted by a Base Closure Team (BCT) which includes representatives from the Navy, Federal EPA and California EPA.

Ms. Trombadore stated that to expedite investigation and cleanup, the site was divided into six parcels, A through F. Parcel F is the offshore parcel. Several immediate actions also called removal actions have been completed in Parcels B through E. Remedial Investigations and Feasibility Studies are being performed concurrently for all Parcels. Decision documents or RODs are scheduled to be completed for all Parcels in mid 1999. Parcels A and B will be cleaned up to unrestricted standards while Parcels C through E will be cleaned up to industrial reuse standards. Parcels A and B RODs have been approved and Parcel A was transferred to the City.

Ms. Trombadore reported that the Navy has recently completed a feasibility study for Parcel E, which historically was used a landfill by the Navy. Also, the Navy has conducted interim cleanup actions at Parcel E to eliminate immediate risks to the public and the environment. Ms. Trombadore indicated that the Navy will hold a 30 day public comment period to hear public concerns and suggestions about the cleanup options proposed for Parcel E and that the comment period will begin in June 1998.

IV. The meeting adjourned at 10:30 a.m..

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ANNOUNCEMENT OF A MEETING

Date: March 5, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements Approval of Minutes of December 4, 1997 (as revised) and February 5, 1998 - Co Chair Barney Popkin	8:30 - 8:35
II.	HMUPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 8:55
IV.	"No Smoking" Ordinance - Tom Rivard	8:55 - 9:15
V.	MTBE Presentation - Cherie McCaulou, LOP Project Director	9:15 - 9:35
VI.	Annual Report - Barney Popkin	9:35 - 9:45
VII.	New Business/Next Month's Agenda - Barney Popkin	9:45 - 10:00

Disability Access

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

The meeting room is wheel chair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are Muni-Metro Lines, J-Church, F-Market, K-Ingleside, L-Taraval, M-Oceanview, and N-Judah at Civic Center Station; and surface lines 9 and 9X San Bruno, 19 Polk, 26 Valencia, 42 Downtown Loop, 49 Van Ness/Mission and 71 Haight Noriega. For information about MUNI accessible services call 923-6142.

The following services are available on request 48 hours prior to the meeting: For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and-or alternative formats of the agenda and minutes, please contact Sue Cone at (415) 252-3991 to make arrangements for the accommodation. Late requests will be honored, if possible.

Know your rights under the Sunshine Ordinance! (Chapter 6.7 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force 401 Van Ness Avenue, Room 402, San Francisco, CA.

HAZARDOUS MATERIALS ADVISORY COMMITTEE

March 5, 1998

The Minutes of this meeting are missing.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: April 2, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introduction, Announcements Approval of Minutes of December 4, 1997 (as revised) and March 5, 1998 - Co Chair Barney Popkin	8:30 - 8:35
II.	HMUPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 8:55
IV.	Action Item: Approval of Annual Report Barney Popkin	8:55 - 9:10
V.	Update on DPH Bayview/Hunters Point Health Study -- Jennifer Mann	9:10 - 9:30
VI.	1998 UST Upgrade Requirements	9:30 - 9:50
VII.	New Business/Next Month's Agenda - Barney Popkin	9:50 - 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

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Date: April 2, 1998

Members Present:	Alice Glasner, Kathryn Hyde, Doug Kern, Donald Lapin, Steve Medbery, Anthony Sacco, Ross Tibbits, Mark Youngkin. Steve Medbery chaired this meeting.
Observers Were:	Sue Cone (EHMS) Ben Gale (EHMS), Bruce Josloff (EHMS), William Chan (City Attorney's Office), Dave Greenburg (City Attorney's Office), Alison Stewart, Jennifer Mann (SF DPH), Kelley Etherington (SF Solid Waste Mgt), Jose Gomez (Sanitary Fill Co.)
Members Excused:	Gary Floyd, Catania Galvan, Jerry Grey, Barney Popkin, Bill Wilson

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Old/New Business, Approval of Minutes

The minutes of both December 4, 1997 and March 5, 1998 were approved unanimously by the Committee.

II. HMUPA Report - Sue Cone

Ms. Cone reported that due to the fact that the CUPA Ordinance did not go into effect until mid fiscal year the HMUPA revenues were not as high as originally projected. As a result, HMUPA staff activities are geared towards the maximization of revenues. Ms. Cone noted that HMUPA continues to place public health as its top priority and in this regard continues to conduct workshops.

With regard to the Underground Storage Tank (UST) Program, Ms. Cone clarified that those facilities that will be in compliance with the December 1998 deadline will be required to post a sticker in their window. The stickers have been issued by the State Water Resources Board under tight controls and are accordingly numbered. As a result, HMUPA will need to maintain a diligent distribution tracking system.

III. EHMS Report - Ben Gale

For the record, Mr. Gale clarified that Mr. Bruce Josloff is currently and has been the reporting secretary for the HMAC over the course of the last three months. In this role, he is responsible for both the recording and preparation of monthly minutes. Mr. John Martinez will continue to provide clerical support to the HMAC in the form of the copying and distribution of minutes and as the primary clerical contact between HMAC members and the EHMS.

Mr. Gale gave a brief summary of recent events related to the Donco Property at Innis. He reiterated that the property was raided last month by the combination of Federal, State and Local law enforcement and environmental agencies stemming from repeated environmental insults to that property. Contamination resulting from ship repair activities included lead accumulation in the soil from sand blasting and fuel products issuing from boat machinery which were leaching into the surrounding bay mud.

In summary, Mr. Gale stated that at this time Federal EPA has secured the property and is scheduled to commence clean up operations on April

13, 1998. The clean up will based on a visual assessment of hazardous and solid wastes at the site and that, initially, $200,000 has been committed by Federal EPA to this process.

Mr. Gale clarified that the cleanup will not be conducted to residential standards. More specifically, top soil and bay mud will not be removed nor ground water evaluated for contamination. However, he suggested that a more stringent clean up might be implemented at a later date. Mr. Gale offered the caveat that due to legal proceedings, it is entirely possible that the cleanup could be delayed.

Mr. Gale reported that both he and Ms. Cone recently met with Supervisor Katz to discuss the Supervisor's proposed legislation to reduce the use of hazardous materials by the City departments. The Supervisor's legislation would require a review of the City's purchasing process for specified products with the goal of eliminating, reducing, replacing or the recycling of certain products which are known to have or have the potential for having adverse effects on the environment.

Mr. Gale asked Committee members to provide him or Supervisor Katz's office with any information they might have regarding similar programs in California or other states.

Mr. Medbery made reference to the provisions of the Pesticide Ordinance with regard to the use of alternative anti-microbial agents and the phase out of certain categories of pesticides. He underscored that those provisions are on hold until 1999 while alternative agents are being considered. Mr. Medbery stressed the importance of careful deliberation when considering alternative products and the reduction in use of products. Mr. Gale assured Mr. Medbery that the Integrated Pest Management Program (IPM) is, to some degree, being used as a model for Supervisor Katz's legislation with assistance from Beryl Magilavy, Director of the City's Department of the Environment.

Mr. Medbery suggested that Director Magilavy or a representative from her Department be invited to discuss the IPM at a future meeting of the HMAC.

Ms. Hyde pointed out that the City of Santa Monica has conducted extensive research and now has an effective alternative environmental program. She suggested that it could be a useful model for San Francisco.

IV. Action Item: Approval of Annual Report

A Motion to Adopt the Annual Report for Fiscal Year 96-97 was made by Mr. Sacco. The motion was seconded by Ms. Hyde.

Discussion

With regard to **page 2, 1st paragraph** Mr. Lapin proposed that Ms. Cone insert the original number of "Regulated Substance Facilities" prior to the State legislation which eliminated the term "acutely hazardous materials" and replaced and redefined it as "Regulated Substances." Ms. Cone concurred.

With regard to **page 2, Section B., 1st paragraph**, Mr. Lapin proposed that Ms. Cone clarify, in a sentence, the reference to the 1998 deadline. Ms. Cone concurred.

With regard to **page 2, Recommendations, B1**, Mr. Kern proposed that the statement regarding increased workload should be qualified with a reference to the Underground Storage Tanks. Ms. Cone concurred.

With regard to **page 3, C. Revenue,** Mr. Lapin proposed to eliminate "average" Certificate of Registration and replace it with "typical". Ms. Cone concurred.

With no further discussion, the Motion to Adopt the Annual Report was approved unanimously.

Ms. Cone stated that she would have the recommended changes implemented and would then arrange for presentation of the Report before the Health Commission.

V. Update on DPH Bayview/Hunters Point Health Study -Jennifer Mann

Ms. Mann provided the HMAC with an update on an analysis which was performed by the Bayview Hunters Point (BVHP) Health and Environmental Assessment Project Task Force. The data that was analyzed was provided to the Task Force by the State in order to assist the latter in evaluating the health status of San Franciscans based on age, gender, race and neighborhood and to assist the BVHP community by identifying health problems, allocating needed resources, and defining necessary projects for that community. Ms. Mann provided copies of the draft report, dated July 19, 1997 and proceeded to highlight its details.

The three health outcomes which are categorized in the study are as follows: Preventable hospitalizations; Cancers amenable to primary and/or secondary prevention; and the Leading causes of mortality. Ms. Mann summarized the three distinct health outcomes which were concluded by the analyses.

With regard to preventable hospitalizations, the data indicates that BVHP has among the highest hospitalization rates in all age groups not only in San Francisco City and County but also for the State for asthma, hypertension, congestive heart failure and diabetes mellitus.

With regard to cancers that are amenable to primary/secondary prevention, the BVHP has the highest incidences of male lung cancer rates compared to other San Francisco neighborhoods. In addition, African American males have the highest prostate cancer rates compared to other ethnic groups and the BVHP has among the highest prostate cancer rates as compared to other San Francisco neighborhoods.

White females have the highest breast cancer rates in San Francisco, followed by African American, Latino and Asian females. Compared to other San Francisco neighborhoods, BVHP has among the highest age-adjusted breast cancer rates.

Latino females have the highest cervical cancer rates in San Francisco followed by African American, Asian, and white females. Compared to the other San Francisco neighborhoods, BVHP has among the highest age-adjusted cervical cancer rates.

And finally, with regard to mortality rates, BVHP males had a 15% higher ischemic heart disease mortality rate, 48% lower AIDS mortality rate, 484% higher homicide mortality rate, 44% higher lung cancer mortality rate, and 90% higher stroke mortality rate. Compared to other San Francisco females, BVHP females had a 50% higher ischemic heart disease mortality rate, 87% higher breast mortality rate, 23% higher stroke mortality rate, 15% lung cancer mortality rate, and 255% higher AIDS mortality rate.

With regard to premature death, homicide is the leading cause of death for BVHP males, followed by AIDs, ischemic heart disease, lung cancer, and stroke.

Ms. Mann underscored that the findings of this study clearly indicate that there are significant racial disparities in health status among San Francisco residents. Overall, life expectancy of San Francisco African American males is 59.9 compared to 64.6 for U.S. African American males and 73.1 years for U.S. white males. One very disturbing statistic is that the BVHP African American male has a higher than 1 in 20 chance of dying from a homicide.

Ms. Mann pointed out that in addition to the social and economic factors that are playing a role in the BVHP health profile, such as violent crime, lack of access to healthcare and health education, there is the issue of environmental factors. One suspect factor is toxic air contaminant emissions from industry. BVHP has the highest concentration of potentially air polluting industries as compared to other San Francisco neighborhoods. At this time, the Task Force has requested that the Bay Area Air Quality Management District conduct cumulative exposure air monitoring in the BVHP and comparison communities.

VI. 1998 UST Upgrade Requirements

Ms. Cone clarified that the upgrade requirements are being enforced at the national level and that it is the responsibility of State and local agencies to follow through with enforcement of the requirements.

Ms. Cone pointed out that currently, approximately 100 USTs are out of compliance and that most UST owners in San Francisco are moving ahead with removal and/or replacement of USTs in anticipation of the December 1998 deadline.

Ms. Cone noted that as the deadline approaches new technologies are coming on line which can retrofit a tank with a double wall lining through the application of specific polymer chemical compounds. The HMUPA will be meeting with the SFFD to discuss new lining technology. At this time, Ms Cone stated that some compliance technologies are questionable.

Another interesting technology, described by Ms. Cone, is a procedure whereby one fiberglass tank is placed inside another fiberglass tank, thus achieving the double wall structure.

Ms. Cone showed a 17 minute video produced by the US EPA which informs and summarizes the UST upgrade requirements for owners.

VI. Next Months' Agenda

There was consensus from the Committee to invite Ms. Magilavy to the next scheduled meeting.

Ms. Hyde requested an update on the Fishing Advisory signage for the Piers.

The Committee adjourned at 10:00 a.m.

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Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

MEMORANDUM

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DATE: April 16, 1998

TO: HMAC Members

FROM: Sue Cone

SUBJECT: Conflict of Interest Statement

Please find attached correspondence that I recently received from the Ethics Commission as well as a blank Form 700/Statement of Economic Interests. To the extent that the provisions of the Fair Political Practices Act apply to you, you are required to complete all appropriate sections of the Form and return them to the Ethics Commission.

Should you have any specific questions regarding completion of your statement, you may call Mr. Joe Lynn at 554-9510 as indicated in the attached cover letter. If you have questions that are of a general nature, please do not hesitate to call me at 252-3991.

Thanks.

Hazardous Materials
Unified Program Agency

1390 Market Street, Suite 210
San Francisco, CA 94102

Phone (415) 252-3900
FAX (415) 252-3910

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ETHICS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ISABELLA H. GRANT
CHAIRPERSON

HENRI E. NORRIS
VICE-CHAIRPERSON

ROBERT D. DOCKENDORFF
COMMISSIONER

GEOFFREY GORDON-CREED
COMMISSIONER

PAUL H. MELBOSTAD
COMMISSIONER

VIRGINIA E. VIDA
EXECUTIVE DIRECTOR

April 15, 1998

Ms. Sue Cone
Hazardous Materials Program
1390 Market Street, Room 822
San Francisco, CA 94102

Dear Ms. Cone

I enclose the Statement of Economic Interests, Form 700, for your commissioners to complete and file with us. Sec. 58.225 of the Administrative Code governs the disclosure necessary for them.

SEC. 58.225. HAZARDOUS MATERIALS ADVISORY COMMITTEE. Disclosure Category 2. Persons in this category shall disclose all interests in real property which has an existing, proposed or abandoned storage facility of hazardous materials, as defined by Sections 1110 et seq. of the San Francisco Health Code, and all business positions in business entities which are subject to the regulatory, permit or licensing provisions of the Hazardous Materials Permit and Disclosure Ordinance. An official occupies a "business position" if he or she is a director, officer, partner, trustee, employee or holds any position of management.

Designated Positions	**Disclosure Categories**
Member	2

(Added by Ord. 3-90, App. 1/5/90)

If you have any questions, please give us a call. Thank you for your cooperation.

Sincerely,

Joe Lynn
Elections Clerk
554-9510

1390 Market Street, Suite 801 • San Francisco, CA 94102-5302 • Phone (415) 554-9510 • Fax (415) 554-8757
E-Mail Address: ethics_commission@ci.sf.ca.us Web site: http://www.ci.sf.ca.us/ethics

Fair Political Practices Commission

FORM 700
1997-98

Statement of Economic Interests

P.O. Box 807• Sacramento, CA 95812 • (916) 322-5660
http://www.fppc.ca.gov/fppc/

New Changes for 1998:

- **New Loan Prohibitions:** Effective January 1, 1998, state and local public officials may not receive any personal loan aggregating more than $250 from an official, employee, or consultant of, or from anyone who contracts with, their governmental agencies. In addition, elected officials may not receive any personal loan aggregating more than $500 from a single lender unless certain terms of the loan are specified in writing. Under certain circumstances, a personal loan that is not being repaid or is being repaid below certain amounts may become a gift to the official who received it. (Chapter 638, Stats. 1997.) See the Appendix for more detailed information.

- **Assuming Office Statements:** Assuming office statements for appointed officials specified in Gov. Code Section 87200 (listed on page 2) who are not subject to Senate or judicial confirmation, are now due 30 days after assuming office. Positions subject to Senate or judicial confirmation are still due 10 days after appointment or nomination. (Chapter 36, Stats. 1997.) See page 3 of the Instructions.

- **Reelection/Reappointment to Office:** Officials who complete a term of office specified in Gov. Code Section 87200 and, within 30 days, begin another term of the same office or another office of the same jurisdiction (e.g., they are reelected or reappointed) are not required to file leaving and assuming office statements, but may continue filing annual statements. (Chapter 145, Stats. 1997.) Previously, this exception applied only when there was no break in service. See pages 3 and 4 of the Instructions.

- **Disclosing Business Positions:** Officials and candidates specified in Gov. Code Section 87200 must disclose business positions held during the reporting period. (Chapter 455, Stats. 1997.) Previously, only individuals filing under an agency's conflict of interest code were required to disclose business positions. See Schedules A-2 and C.

- **Loans Secured by Principal Residence:** Any loan from a commercial lending institution — given in the normal course of business on terms available to the public generally — that is secured by a filer's principal residence is no longer reportable. (Chapter 455, Stats. 1997.) Previously, only loans used to purchase, refinance the purchase of, or make improvements to the principal residence were exempt from disclosure. See Schedules B and D.

- **Loans to Family Members:** Payments received by an official on loans made to certain members of the official's family are no longer reportable. (Chapter 455, Stats. 1997.) See Schedule C.

- **Disclosing Income:** A box has been added to Schedule A-2 (Investments, Income and Assets of Business Entities/Trusts) and to Schedule B (Interests in Real Property) to indicate that gross income received during the reporting period was less than $250. Except for gifts, income of less than $250 is generally not required to be disclosed. However, in certain circumstances, a filer must disclose an ownership interest in a business entity (Schedule A-2) or an ownership interest in rental property (Schedule B) for which the filer received less than $250 during the reporting period. Filers have requested that we provide a method for disclosing that no income, or less than $250, was received. There is no requirement to check the "$0 - $249" box on Schedules A-2 and B.

INTRODUCTION

The Political Reform Act (the Act) (Government Code Sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions which may affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Statements of economic interests are public documents. The filing officer must permit any member of the public to inspect and copy any statement during normal business hours.

Individuals required to file Form 700 should also be aware of the following:

Gift Prohibition

Most state and local officials, employees, and candidates are prohibited from accepting gifts aggregating more than $290 in a calendar year from a single source.

In addition, state officials, state candidates, and certain state employees are subject to a $10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State.

See the Appendix for more detailed information.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting any honorarium for any speech given, article published, or attendance at a conference, convention, meeting or like gathering.

See the Appendix for more detailed information.

Loan Prohibitions

State and local public officials may not receive any personal loan aggregating more than $250 from an official, employee, or consultant of, or from anyone who contracts with, their governmental agencies. In addition, elected officials may not receive any personal loan aggregating more than $500 from a single lender unless certain terms of the loan are specified in writing. Under certain circumstances, a personal loan that is not being repaid or is being repaid below certain amounts may become a gift to the official who received it.

See the Appendix for more detailed information.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions which will affect their financial interests. This may include interests they are not required to disclose (e.g., certain sources of income of $250 or more are not reportable, but may be disqualifying).

Post-Governmental Employment

Members of the State Legislature and certain state agency officials and employees who leave office are subject to restrictions on representing clients or employers before their former agencies.

Enforcement

The filing officer who retains originally signed statements of economic interests may impose a fine for any statement that is filed late. The fine is $10 per day up to a maximum of $100. Late filing penalties can be reduced or waived under certain circumstances.

The FPPC (and in certain cases the Attorney General or district attorney) may initiate investigations with respect to a suspected violation of the Act. For more information on enforcement procedures, refer to the Appendix. The FPPC has a toll-free number to report violations: 1-800-561-1861.

For assistance concerning prohibitions, restrictions, and enforcement under the Act:

- Call the FPPC at (916) 322-5660.
- Obtain the following FPPC publications:
  - Guide to California's Conflict of Interest Law
  - Fact Sheet on Gifts, Honoraria and Travel
  - Fact Sheet on Post-Governmental Employment

TWO TYPES OF FILERS

1. Officials and Candidates Specified in Government Code Section 87200

The Act requires the following individuals to fully disclose the personal assets and income described in the attached Form 700:

State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State Public Officials (including employees and consultants) Who Manage Public Investments

Officials and employees of all other state boards, commissions, agencies and departments file Form 700 as described in part 2 on this page.

Judicial Offices

- Supreme, Appellate, Superior, and Municipal Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels
- City Attorneys
- City Managers
- Planning Commissioners
- County and City Treasurers
- County and City Public Officials (including employees and consultants) Who Manage Public Investments

2. State and Local Officials and Employees Designated in a Conflict of Interest Code

The Act requires every state and local government agency to adopt a conflict of interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions which could affect their personal financial interests. The code also requires individuals holding those positions to periodically file Form 700 disclosing certain personal financial interests.

These individuals are called "designated employees" or "code filers." In addition, certain consultants to public agencies qualify as code filers because they make or participate in making governmental decisions.

Each conflict of interest code is unique and contains "disclosure categories" setting out the specific types of interests employees in each designated position must disclose.

It is important when completing this form to review your disclosure category, which can be obtained from your agency. In general, officials and employees with broad decisionmaking authority must disclose more interests than employees in positions with limited discretion. For example, you may be required to disclose only investments in or income from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

Note:

- An official who holds a position specified in Gov. Code Section 87200 is not required to file statements under the conflict of interest code of any agency which has the same or a smaller jurisdiction (e.g., a state legislator who also sits on a state or local board or commission not specified in Section 87200).

WHERE TO FILE

1. Officials Specified in Government Code Section 87200 (listed in column 1 on page 2):

In most cases, the filing officials listed below will retain a copy of your statement and forward the original to the FPPC.

87200 Filers	Where to File
State offices	Your agency
Judicial offices	The clerk of your court
County offices	Your county clerk
City offices	Your city clerk

Exceptions:

- File Candidate Statements with the registrar of voters or other city/county official with whom you file your declaration of candidacy.
- Retired judges file directly with the FPPC.

2. Code Filers — State and Local Officials and Employees Designated in a Conflict of Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict of interest code. In most cases, the agency, board or commission will retain the statements.

State Senate and Assembly staff members file statements directly with the FPPC.

WHEN TO FILE

Assuming Office and Initial Statements:

Filer	Deadline
Elected officials	**30 days** after assuming office
Appointed positions specified in Gov. Code Section 87200 (listed in column 1 on page 2)	**30 days** after assuming office or **10 days** after appointment or nomination if subject to Senate or judicial confirmation
Other appointed positions (including newly hired employees) designated in a conflict of interest code	**30 days** after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly-added to a new or amended conflict of interest code	**30 days** after the effective date of the code or amendment

Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (e.g., you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you may file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 (listed in column 1 on page 2) and, within 30 days, you assume another office or position specified in Section 87200 which has the same jurisdiction (e.g., a city planning commissioner is elected mayor), you are not required to file an assuming office statement. Instead, you may file the next annual -statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

WHEN TO FILE
Continued

Annual Statements:

1. Elected state officers (including members of the State Legislature),

   Judges and court commissioners, and

   Members of state boards and commissions specified in Gov. Code Section 87200 (listed in column 1 on page 2)

File no later than **Monday, March 2, 1998**. The statutory deadline, March 1, 1998, falls on a Sunday, which extends the deadline to the next business day.

2. County and city officials specified in Gov. Code Section 87200

File no later than **Wednesday, April 1, 1998**.

3. State and local officials and employees designated in a conflict of interest code

File on the date prescribed in the code (April 1 for most filers).

Exception:

- If you assumed office between October 1, 1997 and December 31, 1997, and filed an assuming office statement, you are not required to file an annual statement until March 1, 1999 or April 1, 1999, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 1998.

Leaving Office Statements:

Leaving office statements must be filed no later than **30 days** after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (e.g., you are reelected or reappointed), you are not required to file a leaving office statement. Instead, you may file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 (see page 2) and, within 30 days, you assume another office or position specified in Section 87200 which has the same jurisdiction (e.g., a city planning commissioner is elected mayor), you are not required to file a leaving office statement. Instead, you may file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

Candidate Statements:

Candidate statements must be filed no later than the final filing date for your declaration of candidacy.

Exceptions:

- If you have filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy, you are not required to file a candidate statement.
- For elective offices designated in an agency's conflict of interest code, you must file a candidate statement only if the code specifically requires one to be filed.

Amendments:

Amendments can be filed at any time and should be filed as soon as possible if errors are discovered. To obtain amendment schedules, contact the FPPC or your filing official.

INSTRUCTIONS – COVER PAGE

Enter your name, mailing address, and daytime telephone number. You may list your business/office address instead of your home address.

Part 1. Office, Agency, or Court

- Enter the name of your office, agency, or court. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court.)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45.)
- Enter your position title. (Examples: Director; Chief Counsel; Staff Services Analyst.)
- If you have multiple filing obligations (e.g., a city councilperson who also is a member of a county board or commission), you may be required to file statements with each agency.

  To simplify your reporting obligations, you may file an expanded statement.

  To do this, enter the name of the other agency(ies) with which you file and your position title in the space provided. Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions and file a copy with each agency. Each copy must contain an original signature.

Part 2. Office Jurisdiction

The jurisdiction of your agency is important in determining what you must disclose. You are required to disclose investments and sources of income located in or doing business in your agency's jurisdiction, and interests in real property located in your agency's jurisdiction. (See the Appendix for a detailed explanation of "jurisdiction.")

Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction.

State Offices and All Courts: Your jurisdiction is the state if you are an elected state officer, a state legislator, a judge, or a candidate for one of these offices. If you are an official or employee of, or a consultant to, a state board, commission, or agency, or of any court or the State Legislature, your jurisdiction is also the state.

County Offices: Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

City Offices: Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

Multi-County Offices: If you are an elected officer, candidate, official or employee of, or a consultant to, a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. List each county in which your agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

Other (e.g., school districts and special districts): If you are an elected officer, candidate, official, or employee of, or a consultant to, an agency not covered above, check the "Other" box and enter the county or city in which the agency has jurisdiction. Your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

Part 3. Type of Statement

The type of statement you are filing determines the period covered by the statement. Check at least one box indicating the type of statement you are filing.

If you are filing under a state or local agency's conflict of interest code, be sure to obtain a copy of your disclosure category from your agency to determine what you must disclose.

Assuming Office Statement: If you are a newly-elected or newly-appointed official or are newly employed in a position designated in a state or local agency's conflict of interest code, check the "Assuming Office/Initial" box and enter the date you assumed office (the date you were sworn in, employed, or otherwise authorized to serve in the position). Also check the circle indicating if you are elected or appointed.

- Report investments, interests in real property, and business positions held on the date you assumed the office or position. In addition, report income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, use the date you were appointed or nominated to the position.

Initial Statement: If your office or position has been added to a newly-adopted or newly-amended conflict of interest code, check the "Assuming Office/Initial" box and enter the effective date of the code or amendment, whichever is applicable.

- Report investments, interests in real property, and business positions held on the effective date of the code or amendment. In addition, report income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement: Check the "Annual" box and check the circle indicating the period covered. If the period covered by the statement is different than January 1, 1997 through December 31, 1997 (e.g., you assumed office between October 1, 1996 and December 31, 1997, or you are combining statements), enter the period covered.

- Report investments, interests in real property, and business positions held and income (including loans, gifts, and travel payments) received during the period covered by the statement.

Leaving Office Statement: If you have left the position, check the "Leaving Office" box and enter the date you left office. Also check the circle to indicate the period covered. If the period covered is different than January 1, 1997 through the date you left office (e.g., you assumed office between October 1, 1996 and December 31, 1997, or you are combining statements), enter the period covered.

- Report investments, interests in real property, and business positions held and income (including loans, gifts, and travel payments) received during the period covered by the statement.

Candidate Statement: If you are filing a statement in connection with your candidacy for state or local office, check the "Candidate" box.

- Report investments, interests in real property, and business positions held on the date of filing your declaration of candidacy. In addition, disclose income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1 but before the deadline for filing your annual statement, you may be able to combine your annual and leaving office statements. Consult your filing officer or the FPPC.

INSTRUCTIONS – COVER PAGE
Continued

Part 4. Schedule Summary

Check the "Yes" box for each schedule on which you had any interests to disclose. Please discard any schedule on which you have nothing to report.

Check the box "No reportable interests" if you have nothing to report on any of the schedules.

Enter the total number of pages included in your statement (including the cover page).

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. **An unsigned statement is not considered filed and you may be subject to late filing penalties.**

REMINDERS:

- When completing Form 700, keep the following key points in mind:
  - -- The period covered by the statement (as determined by the type of statement you are filing);
  - -- Your agency's jurisdiction (see page 5 and the Appendix for assistance); and
  - -- If you are filing under a state or local agency's conflict of interest code, review your "disclosure category" (the portion of your agency's conflict of interest code that describes the specific types of interests you must report).
- Copies of your personal investment account or financial statements may not be substituted for completed Form 700 schedules.
- Statements containing 30 pages or less may be faxed by the deadline. However, the original statement must be sent by first-class mail or guaranteed overnight delivery service no later than 24 hours after the deadline.
- The Form 700 and Instructions are available on the Internet. The address is http://www.fppc.ca.gov/fppc/
- Amendments may be filed at any time. Amendment schedules may be obtained from the FPPC or your filing official.

WHAT SCHEDULE DO I USE TO REPORT...?

Business positions	Schedule A-2 or Schedule C
Commission income	Schedule A-2 or Schedule C (see Appendix)
Gifts received by family members	May not be required, see Schedule E
Gifts received from family members	Not required, see Schedule E
Income to my business	Schedule A-2
Individual Retirement Account	Schedule A-1 or Schedule A-2 (see Appendix)
Investments	Schedule A-1 or Schedule A-2
Loans made to others	Not required, but report repayments on Schedule C
Loans received	Schedule B for real property, or Schedule D
Loans to my business	Schedule A-2
Owning a business	
If I own less than 10% of a business	Schedule A-1
If I own 10% or more of a business	Schedule A-2
Partnerships	
If I own less than 10% of a partnership	Schedule A-1
If I own 10% or more of a partnership	Schedule A-2
Real estate holdings	Schedule B (Schedule A-2 if held by a business entity/trust)
Rental income	Schedule B or Schedule C
Rental property	Schedule B (Schedule A-2 if held by a business entity/trust)
Sale of my home/automobile/boat	Schedule C
Sole proprietorship	Schedule A-2
Speaking fees ("Honoraria")	May be prohibited (see Appendix)
Spouse's income	Schedule A-2 or Schedule C
Stock holdings	
If I own less than 10% of a company's stock	Schedule A-1
If I own 10% or more of a company's stock	Schedule A-2
Tickets and passes	Schedule E
Travel reimbursements or payments	Schedule F
Trusts	Schedule A-2 (see Appendix)

CALIFORNIA 1997/98 FORM 700
FAIR POLITICAL PRACTICES COMM.

Date Received

STATEMENT OF ECONOMIC INTERESTS

A Public Document

Please type or print in ink

NAME

DAYTIME TELEPHONE NUMBER
(   )

MAILING ADDRESS   STREET   CITY   ZIP CODE

COVER PAGE

1. Office, Agency, or Court

Division, Board, District, if applicable:

Position:

➤ If filing an expanded statement list agency/position:
(Attach a separate sheet if necessary)

2. Office Jurisdiction *(Check one)*

☐ State ☐ County of

☐ City of

☐ Multi-County

☐ Other

3. Type of Statement *(Check at least one box)*

☐ Assuming Office/Initial   Date: ___/___/___
(Check one)
○ Elected Official
○ Appointed Official *(includes individuals newly hired)*

☐ Annual
(Check one)
○ The period covered is January 1, 1997 through December 31, 1997.
○ The period covered is ___/___/___ through December 31, 1997.

☐ Leaving Office   Date Left: ___/___/___
(Check one)
○ The period covered is January 1, 1997 through the date of leaving office.
○ The period covered is ___/___/___ through the date of leaving office.

☐ Candidate

4. Schedule Summary

➤ During the reporting period, did you have any reportable interests to disclose on:

Schedule A-1 ☐ Yes – schedule attached
Investments (Less than 10% Ownership)

Schedule A-2 ☐ Yes – schedule attached
Investments (Greater than 10% Ownership)

Schedule B ☐ Yes – schedule attached
Real Property

Schedule C ☐ Yes – schedule attached
Income & Business Positions (Income Other than Loans, Gifts, and Travel)

Schedule D ☐ Yes – schedule attached
Income – Loans

Schedule E ☐ Yes – schedule attached
Income – Gifts

Schedule F ☐ Yes – schedule attached
Income – Travel Payments

➤ ☐ No reportable interests

➤ Total number of pages (including this cover page): ____

5. Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on ________________, 19____
(month, day) *(year)*

SIGNATURE ________________

INSTRUCTIONS — SCHEDULES A-1 AND A-2
INVESTMENTS

"Investment" means any financial interest in any business entity located in or doing business in your agency's jurisdiction (see Appendix) in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest aggregating $1,000 or more at any time during the reporting period.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts.
- Business trusts.
- Sole proprietorships.
- Partnerships (e.g., law firm, family farm, etc.).
- Retirement accounts which hold investments in reportable business entities or real property (see Appendix).
- Investments held by a business entity or trust (including a living trust) in which you, your spouse, or dependent children had a 10% or greater ownership interest.

You are not required to disclose the following:

- Bank accounts, savings accounts, and money market accounts.
- Insurance policies.
- Shares in a credit union.
- Government bonds.
- Diversified mutual funds registered with the Securities and Exchange Commission (SEC).
- Retirement accounts invested in non-reportable interests such as insurance policies, diversified mutual funds, or government bonds (see Appendix).
- Interests held in a blind trust (see Appendix).

REMINDERS

✓ Do you know your agency's jurisdiction?
✓ Did you hold investments at any time during the period covered by this statement?
✓ Code filers - Your code may require disclosure of specific investments only.

Use Schedule A-1 to report investments if your ownership interest in the entity was less than 10% (e.g., utility stock). You may also be required to complete Schedule C.

Use Schedule A-2 to report investments in which your ownership interest in the entity was 10% or greater (e.g., sole proprietorship). (See instructions on the bac of Schedule A-2.)

TO COMPLETE SCHEDULE A-1:

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, communications, etc.).
- Check the box indicating the fair market value of your investment (i.e., how much your investment was worth on the open market at its highest value during the period).
- Identify the nature of your investment (e.g., stocks, warrants, options, bonds).
- If you acquired or disposed of your investment interest during the reporting period, enter the date acquired or disposed.

Examples:

John Smith is a manager for a state agency. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of $1,000 or more in any company that does business in California as well as those held by his spouse and dependent children.

Susan Jones is a city council member. She has a 4% interest in a limited partnership located in the city which is worth $5,000. Susan must disclose the partnership on Schedule A-1 and income of $250 or more received from the partnership on Schedule C.

Alice Howard supervises the purchasing department of a governmental agency. She owns stock in a utility company which only does business in New York. Alice is a code filer and her disclosure category requires reporting of investments of the type that supply services or supplies to the agency. She is **not** required to report the utility company stock because the company does not do business in her jurisdiction.

Schedule A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

CALIFORNIA 1997/98 FORM 700
FAIR POLITICAL PRACTICES COMM.

Name ______________________

➤ NAME OF BUSINESS ENTITY
____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______________________

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

➤ NAME OF BUSINESS ENTITY
____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______________________

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

➤ NAME OF BUSINESS ENTITY
____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______________________

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

➤ NAME OF BUSINESS ENTITY
____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______________________

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

➤ NAME OF BUSINESS ENTITY
____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______________________

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

➤ NAME OF BUSINESS ENTITY
____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______________________

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

Comments: ______________________

INSTRUCTIONS – SCHEDULE A-2
INVESTMENTS

Use Schedule A-2 to report investments in a business entity, trust (including a living trust), or retirement account in which you, your spouse, or your dependent children had a 10% or greater interest and which is located in or doing business in your agency's jurisdiction (see Appendix). Also report on Schedule A-2 investments and real property held by that entity, trust, or retirement account if your pro rata share of the interest was $1,000 or more.

For example, if you had a 20% partnership interest in a business entity and the entity owns real property, you would report that real property if your pro rata share of the value of the property was $1,000 or more.

If you have more than one reportable business entity, trust, or retirement account, you must complete a separate Schedule A-2 for each entity and its holdings.

TO COMPLETE SCHEDULE A-2:

Part 1. Disclose the name and address of the business entity, trust, or retirement account. If you are reporting an interest in a business entity, complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the fair market value of your investment.
- If you acquired or disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management).

Part 2. Check the box indicating your gross income from the business entity or trust identified in part 1. Include the following:

- Gross income received **from** the business entity or trust in the form of salary, wages, reimbursement of expenses, or other compensation (including your community property interest in your spouse's income); and
- Your pro rata share of the gross income received **by** the business entity or trust (including your community property interest in your spouse's income).

You are not required to report on Schedule C income or business positions reported on Schedule A-2.

Part 3. Disclose the name of each source of income located in or doing business in your agency's jurisdiction, as follows:

- Disclose each source of income and loans **to the business entity or trust** identified in part 1 if your pro rata share of the gross income (including your community property interest in your spouse's income) to the business entity or trust from that source was $10,000 or more during the reporting period.
- Disclose each individual or entity that was a source of commission income of $10,000 or more during the reporting period through the business entity identified in part 1 (see Appendix).

You may be required to disqualify yourself from decisions affecting sources of $250 or more in income, even though you are not required to report it.

Part 4. Report any investments or interests in real property held by the entity, trust, or retirement account identified in part 1 if your pro rata share of the interest held is $1,000 or more.

- Check the applicable box indicating if the interest held is real property or an investment.
- If an investment, provide the name and description of the business entity.
- If real property, report the address or other precise location (e.g., assessor's parcel number) of the real property.
- Check the box indicating the fair market value of your interest in the real property or investment.
- Identify the nature of your interest.
- If you acquired or disposed of your interest in the property or investment during the reporting period, enter the date acquired or disposed.

Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA 1997/98 FORM 700
FAIR POLITICAL PRACTICES COMM.

Name ____________________

➤ 1. BUSINESS ENTITY OR TRUST

____
Name

____
Address

Check one ☐ Trust, *go to 2* ☐ Business Entity, *complete the box, then go to 2*

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

NATURE OF INVESTMENT
☐ Sole Proprietorship ☐ Partnership ☐ ____________ Other

BUSINESS POSITION ____________________

➤ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

☐ $0 - $249 ☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ OVER $10,000

➤ 3. LIST EACH REPORTABLE SOURCE OF INCOME/LOANS OF $10,000 OR MORE (attach a separate sheet if necessary)

____
____
____
____

➤ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

____
Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property

____
Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

NATURE OF INTEREST
☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold ____________ Yrs. remaining

☐ Other ____________________

➤ 4. (cont.)

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

____
Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property

____
Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

IF APPLICABLE, LIST DATE
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

NATURE OF INTEREST
☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold ____________ Yrs. remaining

☐ Other ____________________

➤ 4. (cont.)

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

____
Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property

____
Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

IF APPLICABLE, LIST DATE
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

NATURE OF INTEREST
☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold ____________ Yrs. remaining

☐ Other ____________________

Comments: ____________________
____

INSTRUCTIONS – SCHEDULE B
INTERESTS IN REAL PROPERTY

Reportable interests in real property are those located in your agency's jurisdiction (see Appendix), in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest aggregating $1,000 or more any time during the reporting period.

Interests in real property include:

- An ownership interest.
- A beneficial ownership interest.
- A deed of trust.
- An easement.
- An option to acquire property.
- A leasehold interest (see Appendix).
- A mining lease (e.g., oil, gas, gold).
- An interest in real property held by a business entity or trust in which you, your spouse, or your dependent children had a 10% or greater ownership interest (report on Schedule A-2).

You are not required to report the following:

- Any residence which you utilized exclusively as your personal residence, unless it is also a place of business, e.g., family farm, retail business, or vacation rental (you are required to disclose only the value of that portion of the property which is used in connection with your business activities).
- Interests in real property held through a blind trust (see Appendix).

TO COMPLETE SCHEDULE B:

- Report the address or other precise location (e.g., assessor's parcel number) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- If you acquired or disposed of your interest in the property during the reporting period, enter the date acquired or disposed.
- Identify the nature of your interest. If leasehold, also disclose the number of years remaining on the lease.
- If you are reporting rental property, check the box indicating the gross rental income you received.
- If you had a 10% or greater interest in a rental property, list the name of each tenant if your pro rata share of the gross rental income from that tenant was $10,000 or more during the reporting period.
- Loans which aggregate $250 or more and are secured by real property may be reportable. Reportable loans may be disclosed on Schedule B or Schedule D. See instructions for Schedule D for an example and list of exceptions.
  - -- Provide the name and address of the lender.
  - -- Check the box describing the lender's business activity.
  - -- Disclose the interest rate and length (term) of the loan. For variable interest rate loans, disclose the terms of the loan (e.g., Prime +2) or the average interest rate paid during the reporting period.
  - -- Check the box indicating the highest balance of the loan during the reporting period.
  - -- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule D.

Income and loans reported on Schedule B are not also required to be reported on Schedules C or D.

REMINDERS

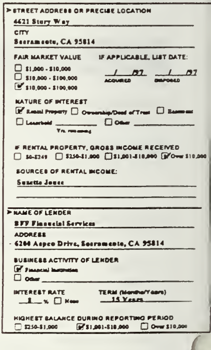
✓ Do you know your agency's jurisdiction?

✓ Code filers - Does your code require disclosure of real property?

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of $12,000 during the reporting period from a single tenant who rented property he owned in the city's jurisdiction.

If Joe had received the $12,000 from two or more tenants, the tenants' names would not be required as long as no single source paid $10,000 or more.



➤ STREET ADDRESS OR PRECISE LOCATION
4621 Story Way
CITY
Sacramento, CA 95814

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,000 - $100,000
☑ $10,000 - $100,000

IF APPLICABLE, LIST DATE:
_/_/97 ACQUIRED _/_/97 DISPOSED

NATURE OF INTEREST
☑ Rental Property ☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold ______ Yrs. remaining ☐ Other ______

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ $0-$249 ☐ $250-$1,000 ☐ $1,001-$10,000 ☑ Over $10,000

SOURCES OF RENTAL INCOME:
Susette Jones

➤ NAME OF LENDER
BFY Financial Services
ADDRESS
6200 Aspen Drive, Sacramento, CA 95814

BUSINESS ACTIVITY OF LENDER
☑ Financial Institution
☐ Other ______

INTEREST RATE
8 % ☐ None

TERM (Months/Years)
15 Years

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $250-$1,000 ☑ $1,001-$10,000 ☐ Over $10,000

Schedule B

CALIFORNIA 1997/98 FORM 700
FAIR POLITICAL PRACTICES COMM.

Name ____________________

Interests in Real Property

➤ STREET ADDRESS OR PRECISE LOCATION

____

CITY

____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

NATURE OF INTEREST
☐ Rental Property ☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold ____________ Yrs. remaining ☐ ____________ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ $0 - $249 ☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

SOURCES OF RENTAL INCOME: *If you own a 10% or greater interest, see the instructions for reporting sources of rental income.*

____

____

____

____

NAME OF LENDER

____

ADDRESS

____

BUSINESS ACTIVITY OF LENDER
☐ Financial Institution
☐ Other ____________________

INTEREST RATE
________% ☐ None

TERM (Months/Years)
____

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

☐ Guarantor, if applicable

____

Check below if another loan is disclosed on Schedule D.
☐ Additional loan – refer to Sch. D.

➤ STREET ADDRESS OR PRECISE LOCATION

____

CITY

____

FAIR MARKET VALUE
☐ $1,000 - $10,000
☐ $10,001 - $100,000
☐ Over $100,000

IF APPLICABLE, LIST DATE:
___/___/ 97 ACQUIRED
___/___/ 97 DISPOSED

NATURE OF INTEREST
☐ Rental Property ☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold ____________ Yrs. remaining ☐ ____________ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ $0 - $249 ☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

SOURCES OF RENTAL INCOME: *If you own a 10% or greater interest, see the instructions for reporting sources of rental income.*

____

____

____

____

NAME OF LENDER

____

ADDRESS

____

BUSINESS ACTIVITY OF LENDER
☐ Financial Institution
☐ Other ____________________

INTEREST RATE
________% ☐ None

TERM (Months/Years)
____

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

☐ Guarantor, if applicable

____

Check below if another loan is disclosed on Schedule D
☐ Additional loan – refer to Sch. D.

Comments: ____________________

____

INSTRUCTIONS – SCHEDULE C
INCOME & BUSINESS POSITIONS
(Income Other than Loans, Gifts, and Travel Payments)

Reportable income includes your gross income and your community property interest in your spouse's gross income aggregating $250 or more received from any source located in or doing business in your agency's jurisdiction (see Appendix). Gross income is the total amount of income before deducting expenses, losses, or taxes.

Also use Schedule C to report the job title or business position you held with a business entity (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management) during the period covered by the report. **This requirement applies even if you received no income from the business entity during the period.**

Commonly reportable income includes:

- Salary/wages, per diem, reimbursement for expenses.
- Community property interest (50%) in your spouse's income.
- Income received from investment interests (e.g., partnerships) reported on Schedule A-1.
- Commission income not required to be reported on Schedule A-2.
- Gross income from any sale, including the sale of a house or car. The total sale price is reportable regardless of any obligation you might have to pay on loans secured by the item.
- Rental income not required to be reported on Schedule B.
- Prizes or awards not disclosed as gifts.
- Payments received on loans you made to others, including loan repayments from a campaign committee.
- An honorarium received by any newly appointed official or newly designated employee in the 12 months prior to assuming office, or for a non-incumbent candidate, in the 12 months prior to filing the candidate statement of economic interests. (See the Appendix concerning your ability to receive future honoraria.)

You are not required to report:

- Your salary or your spouse's salary or reimbursement for expenses and per diem from a federal, state, or local government agency.
- Campaign contributions.
- A cash devise or cash inheritance.
- Dividends, interest, or other return on a security (e.g., stocks, bonds) which is registered with the Securities and Exchange Commission.
- Payments received under an insurance policy.
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency.
- Income of dependent children.
- Loan repayments received from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless he or she was acting as an intermediary or agent for any person not covered by this provision.
- Alimony or child support payments.
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

TO COMPLETE SCHEDULE C:

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity of the source or business entity (e.g., retail sales, law firm).
- Disclose the job title or business position, if any, you held with a business entity.
- Check the box indicating the amount of gross income if you received $250 or more during the reporting period from the source or business entity.
- Identify the consideration for which the income was received.
- If your income is from commission sales, check the box indicating the gross income received and list the name of each source of commission income of $10,000 or more (see Appendix). If your income is from rental property (and the property is not requir to be listed on Schedule B), enter "Rental Income" under "Name", check the box indicating the gross income received, and, if you had a 10% or greater interest in the rental property, list the name of each tenant if your pro rata share of the gross income from that tenant was $10,000 or more during the reporting period.

You are not required to disclose on Schedule C income reported on Schedule A-2 or B or business positions reported on Schedule A-2.

Example:

Jack West is a legislator and is an insurance agent for Grand Insurance Company. He has no ownership interest in the business. Jack received income of $50,000 from Grand Insurance Company. He also received commission income of $11,000 from a single client. He must report Grand Insurance Company. The Commission box must also be checked and the name of the client identified.

REMINDERS

✓ Do you know your agency's jurisdiction?
✓ Was the income received during the period covered by this statement?
✓ Code filers - Your code may require disclosure of income only from specified sources.

Schedule C

Income & Business Positions

(Income Other than Loans, Gifts, and Travel Payments)

CALIFORNIA 1997/98 FORM 700
FAIR POLITICAL PRACTICES COMM.

Name

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

BUSINESS POSITION

GROSS INCOME RECEIVED
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's income ☐ Loan repayment
☐ Sale of ____________ *(Property, car, boat, etc.)*
☐ Commission or ☐ Rental Income, *list each source of $10,000 or more*

☐ Other

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

BUSINESS POSITION

GROSS INCOME RECEIVED
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's income ☐ Loan repayment
☐ Sale of ____________ *(Property, car, boat, etc.)*
☐ Commission or ☐ Rental Income, *list each source of $10,000 or more*

☐ Other

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

BUSINESS POSITION

GROSS INCOME RECEIVED
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's income ☐ Loan repayment
☐ Sale of ____________ *(Property, car, boat, etc.)*
☐ Commission or ☐ Rental Income, *list each source of $10,000 or more*

☐ Other

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

BUSINESS POSITION

GROSS INCOME RECEIVED
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's income ☐ Loan repayment
☐ Sale of ____________ *(Property, car, boat, etc.)*
☐ Commission or ☐ Rental Income, *list each source of $10,000 or more*

☐ Other

Comments:

INSTRUCTIONS – SCHEDULE D
INCOME - LOANS
(Received or Outstanding)

Loans received or outstanding during the reporting period, which aggregate $250 or more from a single source located in or doing business in your jurisdiction are reportable (see Appendix). Because loans are a type of income, your community property interest in loans received by your spouse must also be counted.

See the Appendix for important information about loan prohibitions.

Commonly reportable loans include:

- Real estate loans.
- Margin accounts.
- Automobile loans and automobile leases.
- Campaign loans secured by your personal assets or for which you are personally liable.
- Student loans.

You are not required to report the following:

- Any loan from a commercial lending institution secured by your principal place of residence, if the loan was made in the lender's regular course of business on terms available to the public without regard to your official status. However, loans on other residences may be reportable.
- Loans from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status which, in the aggregate, did not exceed $10,000 at any time during the reporting period.
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status if the aggregate amount owed to the creditor did not exceed $10,000 at any time during the reporting period.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, unless the lender was acting as an intermediary or agent for any person not covered by this provision.
- Loans made to others. However, repayments may be reportable on Schedule C.
- A loan you co-signed for another person unless you made payments on the loan during the reporting period.

TO COMPLETE SCHEDULE D:

- Provide the name and address of the lender.
- Check the appropriate box describing the lender's business activity.
- Disclose the interest rate and the length (term) of the loan. For variable interest rate loans, disclose the terms of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify the security, if any, for the loan.

You are not required to disclose on Schedule D loans reported on Schedule A-2 or B.

Example:

Colleen Jones is a city council member. She received an equity loan on her principal place of residence in the amount of $15,000 from a commercial lending institution which she used to buy an automobile. Colleen is not required to report the equity loan because the loan was secured by her principal residence.

REMINDERS

- ✓ Do you know your agency's jurisdiction?
- ✓ Did you receive any loans or have loans outstanding during the period covered by this statement?
- ✓ Code filers - Income includes any loan. Did you receive a loan from an entity or individual required to be reported as a source of income under your code?

Schedule D

CALIFORNIA 1997/98 FORM 700
FAIR POLITICAL PRACTICES COMM.

Name ____

Income – Loans

(Received or Outstanding)

➤ NAME OF LENDER ____

ADDRESS ____

BUSINESS ACTIVITY OF LENDER
☐ Financial Institution
☐ Other ____

INTEREST RATE ____% ☐ None
TERM (Months/Years) ____

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

SECURITY FOR LOAN
☐ None ☐ Automobile ☐ Personal residence
☐ Real Property ____ *Street address*
____ *City*
☐ Guarantor ____
☐ Other ____

➤ NAME OF LENDER ____

ADDRESS ____

BUSINESS ACTIVITY OF LENDER
☐ Financial Institution
☐ Other ____

INTEREST RATE ____% ☐ None
TERM (Months/Years) ____

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

SECURITY FOR LOAN
☐ None ☐ Automobile ☐ Personal residence
☐ Real Property ____ *Street address*
____ *City*
☐ Guarantor ____
☐ Other ____

➤ NAME OF LENDER ____

ADDRESS ____

BUSINESS ACTIVITY OF LENDER
☐ Financial Institution
☐ Other ____

INTEREST RATE ____% ☐ None
TERM (Months/Years) ____

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

SECURITY FOR LOAN
☐ None ☐ Automobile ☐ Personal residence
☐ Real Property ____ *Street address*
____ *City*
☐ Guarantor ____
☐ Other ____

➤ NAME OF LENDER ____

ADDRESS ____

BUSINESS ACTIVITY OF LENDER
☐ Financial Institution
☐ Other ____

INTEREST RATE ____% ☐ None
TERM (Months/Years) ____

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $250 - $1,000 ☐ $1,001 - $10,000 ☐ Over $10,000

SECURITY FOR LOAN
☐ None ☐ Automobile ☐ Personal residence
☐ Real Property ____ *Street address*
____ *City*
☐ Guarantor ____
☐ Other ____

Comments: ____

For Technical Assistance: 916/322-5660

INSTRUCTIONS – SCHEDULE E
INCOME - GIFTS

"Gift" means anything of value, for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is $50 or more. In addition, multiple gifts aggregating $50 or more received during the reporting period from a single source must be reported. Gifts are reportable without regard to where the donor is located.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Therefore, except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over $50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events.
- Tickets/passes to amusement parks.
- Parking passes.
- Food, beverages, and accommodations, including that provided in direct connection with your attendance at a convention, conference, meeting, social event, meal or like gathering, where you did not give a speech, participate in a panel or seminar, or provide a similar service.
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status.
- Wedding gifts (see Appendix to determine how to value).
- An honorarium. You may report an honorarium as income on Schedule C, rather than as a gift, if you provided services of equal or greater value than the payment received. (See the Appendix regarding your ability to receive honoraria in the future.)
- Transportation and lodging (see Schedule F).
- Forgiveness of a loan received by you.

REMINDERS

- ✓ See the Appendix for gift and honoraria prohibitions.
- ✓ Code filers: Income includes any gift. Did you receive a gift from a reportable source?

You are not required to disclose the following:

- Gifts which were not used and which, within 30 days after receipt, were returned to the donor or delivered to a charitable organization without being claimed by you as a charitable contribution for tax purposes.
- Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, unless the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of hospitality involving food, drink, or occasional lodging provided in an individual's home when the individual or a member of the individual's family was present.
- Gifts equal in value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.
- Gifts of informational material provided to assist you in the performance of your official duties, such as books, pamphlets, reports, calendars, or periodicals.
- A cash devise or inheritance.
- Personalized plaques and trophies with an individual value of less than $250.
- Campaign contributions.
- Tickets to a fundraising event for a 501(c)(3) organization.
- Tickets to political fundraisers.
- Gifts given directly to members of your immediate family unless you received direct benefit from the gift or you exercised direction and control over the use or disposition of the gift.
- A pass or ticket which provided a one-time admission to an event (theater performance, sporting event) that was not used and was not transferred to another person. Commission Regulation 18946.1 provides a method for determining the value of a ticket or pass that was used or transferred to another person and for determining the value of passes or tickets which provide repeated admission to facilities or services.
- Food, beverages, and accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service.

TO COMPLETE SCHEDULE E:

- Disclose the name and address and business activity, if any, of the source.
- Describe the gift and provide the fair market value of the gift and the date of receipt.

Schedule E

Income – Gifts

CALIFORNIA 1997/98 FORM 700
FAIR POLITICAL PRACTICES COMM.

Name ______________________

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	___/___/___
	$	___/___/___
	$	___/___/___

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	___/___/___
	$	___/___/___
	$	___/___/___

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	___/___/___
	$	___/___/___
	$	___/___/___

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	___/___/___
	$	___/___/___
	$	___/___/___

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	___/___/___
	$	___/___/___
	$	___/___/___

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	___/___/___
	$	___/___/___
	$	___/___/___

Comments: ______________________

INSTRUCTIONS — SCHEDULE F
INCOME – GIFTS
TRAVEL PAYMENTS, ADVANCES AND REIMBURSEMENTS

Reportable travel payments include advances and reimbursements for travel and related lodging and subsistence.

You are not required to disclose the following types of payments:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received.
- Travel payments received from your employer in the normal course of your employment.
- Payments or reimbursements for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar, or performed a similar service.
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service. Note that payments for transportation outside of California are reportable.
- A travel payment which was received from a nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code for which you provided equal or greater consideration.

REMINDERS

✓ Did you receive travel payments during the period covered by this statement?

✓ Code filers - Travel payments, advances, and reimbursements for travel, like gifts, are types of "income." Did you receive travel payments from any individual or entity required to be reported as a source of income under your code?

TO COMPLETE SCHEDULE F:

- Disclose the name and address of the source of the travel payment.
- Identify the business activity, if any, of the source.
- Check the box to indicate if the payment was a gift or income, report the amount, and disclose the date(s) if applicable.
  - Travel payments are gifts if you did not provide services which were equal to or greater in value than the payments received. You must disclose gifts aggregating $50 or more from a single source during the period covered by the statement. Gifts of travel are reportable without regard to where the donor is located.

    When reporting travel payments which are gifts, you must provide a description of the gift and the date(s) received.
  - Travel payments are income if you provided services which were equal to or greater in value than the payments received. You must disclose income aggregating $250 or more from a single source during the period covered by the statement.

    When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments which are income.

Gifts of travel may be subject to a $290 gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you may have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the Commission's Fact Sheet on Gifts, Honoraria and Travel (1/98), which can be obtained from your filing officer or the FPPC.

Schedule F

CALIFORNIA 1997/98 FORM 700
FAIR POLITICAL PRACTICES COMM.

Name ____________________

Income – Gifts

Travel Payments, Advances, and Reimbursements

➤ NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: *(check one)*
☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___
(If applicable)

DESCRIPTION: ____________________

➤ NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: *(check one)*
☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___
(If applicable)

DESCRIPTION: ____________________

➤ NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: *(check one)*
☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___
(If applicable)

DESCRIPTION: ____________________

➤ NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: *(check one)*
☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___
(If applicable)

DESCRIPTION: ____________________

➤ NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: *(check one)*
☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___
(If applicable)

DESCRIPTION: ____________________

➤ NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: *(check one)*
☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___
(If applicable)

DESCRIPTION: ____________________

Comments: ____________________

APPENDIX

The instructions located on the back of each schedule describe the types of interests that must be reported on that particular schedule. The purpose of this Appendix is to explain other terms used in this form that are not defined in the instructions to the schedules or elsewhere.

Assuming Office Date: Your assuming office date is the date you were sworn in, employed, or otherwise authorized to serve in the position.

Business Entity: Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation, or association.

Code Filer: An individual who has been designated in a state or local agency's conflict of interest code to file statements of economic interests.

Commission Income: "Commission income" means gross payments received as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

You may be required to disclose the names of sources of commission income if your pro rata share of the gross income was $10,000 or more from a single source during the reporting period. If your spouse received commission income, you would disclose your community property share (50%) of that income, i.e., the names of sources of $20,000 in gross commission income received by your spouse.

Report commission income as follows:

- If the income was received through a business entity in which you or your spouse had a 10% or greater ownership interest (or you were an independent contractor or agent), use Schedule A-2.
- If the income was received through a business entity in which you or your spouse had no ownership interest or less than a 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

For example, you are a partner in Smith and Jones Insurance Company and have a 50% ownership interest in the company. You sold two Businessmen's Insurance Company policies to XYZ Company during the reporting period. You received commission income of $5,000 from the first transaction and $6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Smith and Jones Insurance Company in Parts 1 and 2. In Part 3, list both Businessmen's Insurance Company and XYZ Company as sources of $10,000 or more in commission income.

Note: If your pro rata share of commission income from a single source is $250 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report it.

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses his or her official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally.

Conflict of Interest Code: The Act requires every state and local government agency to adopt a conflict of interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance.

An agency's conflict of interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions which could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict of interest code for a particular designated official or employee should include only the kinds of personal economic interests he or she could significantly affect through the exercise of his or her official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials or services provided to the agency should be required to report only those interests he or she holds which are likely to be affected by the agency's contracts for supplies, equipment, materials or services.

Consultant: An individual who contracts with or whose employer contracts with state or local government agencies and who makes or participates in making governmental decisions. Consultants may be required to file Form 700. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm which employs the individual.

Designated Employee: An official or employee of a state or local government agency whose position has been designated in the agency's conflict of interest code to file statements of economic interests. Individuals who contract with government agencies (consultants) may also be designated in a conflict of interest code.

Disclosure Category: The section of an agency's conflict of interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict of interest code. Contact your agency to get a copy of your disclosure category.

Elected State Officer: Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, member of the State Legislature, and member of the State Board of Equalization.

Enforcement: The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) may also initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings which could result in the imposition of monetary penalties of up to $5,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General or district attorney). In civil actions, the measure of damages for most violations is the amount or value not properly reported.

Persons who violate the conflict of interest disclosure provisions of the Act can also be subject to discipline by their agency, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties which may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

Expanded Statement: Some officials or employees may have multiple filing obligations (e.g., a city councilperson who also holds a designated position with a county agency, board, or commission). Such officials or employees may complete one "expanded" statement covering the disclosure requirements for all positions and file an originally signed copy with each agency.

Fair Market Value: When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value, i.e., what the item would sell for on the open market. This is particularly important when valuing gifts, because the fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be $10, but the fair market value may be $25 or more. In addition, there are special rules for valuing free tickets and passes. Call the FPPC for assistance.

Gift and Honoraria Prohibitions:

Gifts:

State and local officials who are listed in Gov. Code Section 87200, except judges (see page 2), candidates for those elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict of interest code are prohibited from accepting a gift or gifts aggregating more than $290 in a calendar year from a single source.

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a $10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

Honoraria:

State and local officials who are listed in Gov. Code Section 87200, except judges (see page 2), candidates for those elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict of interest code are prohibited from accepting any honorarium for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

Exceptions:

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions but are reportable. For detailed information, see the FPPC Fact Sheet on Gifts, Honoraria and Travel (1/98). The Fact Sheet can be obtained from your filing officer or the Fair Political Practices Commission at (916) 322-5660.
- The $290 gift limit and honorarium prohibition do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency's conflict of interest code, the $290 gift limit and honorarium prohibition are applicable only to sources you would be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code Section 87200 (see page 2).
- For state agency officials and employees, the $10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.

Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure.

Income Reporting: Reporting income under the Act is different than reporting income for tax purposes. The Act requires gross income (the amount received before deducting losses or expenses) to be reported.

The instructions for reporting certain types of income (e.g., business entity income and rental income) refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross income received by your business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received.

When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of $10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources of $250 or more in income, even though you are not required to report it.

Jurisdiction: A public official or employee required to file statements of economic interests must disclose interests which are located in or doing business in his or her "jurisdiction." (See page 5 of the instructions to determine what your jurisdiction is.)

A business entity is located in or doing business in your jurisdiction if it, a parent or subsidiary, or a related business entity:

- Manufactures, distributes, sells, or purchases products or services on a regular basis in the jurisdiction;
- Plans to do business in the jurisdiction;
- Has done business in the jurisdiction within the previous two years;
- Has an interest in real property in the jurisdiction; or
- Has an office in the jurisdiction.

The same criteria are used to determine whether an individual, organization, or other entity is located in or doing business in your jurisdiction.

Exception:

- Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California.

For reporting interests in real property, if your jurisdiction is the state, you must disclose real property located anywhere within the state of California.

For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

Leasehold Interest: The term "interest in real property" includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is $1,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period, or on a candidate, assuming office, or initial statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than $1,000 or a month-to-month tenancy.

Loans: Beginning January 1, 1998, state and local elected and appointed officials and employees are prohibited from receiving any personal loan aggregating more than $250 from an official, employee, or consultant of their governmental agencies or any governmental agency over which the official or the official's agency has direction or control. In addition, loans of more than $250 from any person who has a contract with the official's agency or an agency under the official's control are prohibited unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials are also prohibited from receiving any personal loan of $500 or more unless the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the $250 and $500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC at (916) 322-5660 for further information.

Privileged Information: You are not required to disclose on Schedule A-2, Part 3 the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California law. For example, a name is protected by attorney-client privilege when facts concerning an attorney's representation of an anonymous client are publicly known and those facts, when coupled with disclosure of the client's identity, might expose the client to an official investigation or to civil or criminal liability.

A patient's name is protected by physician-patient privilege when disclosure of the patient's name would also reveal the nature of the treatment received by the patient because, for example, the physician is recognized as a specialist.

FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income.

Public Officials Who Manage Public Investments: Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies and establish guidelines for asset allocations. FPPC Regulation 18720 defines "public officials who manage public investments" to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers; and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

Retirement Accounts (e.g., deferred compensation, 401(k) and individual retirement accounts (IRAs)): Retirement accounts are reportable only if the funds are invested in reportable items, such as common stock or real estate. Retirement accounts invested in non-reportable items, such as mutual funds, government bonds or deposits in financial institutions, are not reportable. The most common reportable and non-reportable investments are listed on the instructions for Schedule A.

If you have a retirement fund or account that was worth $1,000 or more during the reporting period, and was invested in reportable items, your investment in the fund or account must be reported. If no single reportable asset held in the account had a value of $1,000 or more during the reporting period, report the account on Schedule A-1. If any single reportable asset held in the account had a value of $1,000 or more during the reporting period, report the account and the asset on Schedule A-2.

Examples:

- Alice McSherry deposits $500 per month into her employer's deferred compensation program. She has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Alice is not required to disclose her deferred compensation account because it is invested solely in non-reportable mutual funds.
- Bob Allison has $6,000 in an individual retirement account with an investment firm. He has chosen to purchase common stock in several companies doing business in his jurisdiction. One of his stock holdings, Gala Computers, reached a value of $2,500 during the reporting period. The value of his investment in each of the other companies was less than $1,000. Bob must report the retirement account on Schedule A-2 and, because the value of his Gala Computers stock was $1,000 or more, he must report it as an investment held by the account.
- Adriane Fisher has $10,000 in a retirement fund which invests in real property located in her jurisdiction. The value of her interest in each piece of real property held by the fund was less than $1,000 during the reporting period. Adriane must report her investment in the retirement fund on Schedule A-1. She is not required to disclose any of the real property held by the fund because she did not have a $1,000 or greater interest in any single piece of real property.

Trusts: Investments and interests in real property held by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse, or your dependent children had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was $1,000 or more.

You have an interest in a trust if you are a maker and:

- Can revoke or terminate the trust; or
- Have retained any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment including the power to change the beneficiaries;

Or you are a beneficiary and:

- Presently receive income; or
- Have an irrevocable future right to receive income or principal.

Blind Trusts:

If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income. However, the trust must meet certain standards which are set out in FPPC Regulation 18235, and you may be required to disclose assets originally transferred into the blind trust and income from those original assets.

Trustees:

If you are only a trustee, you do not have a reportable interest in the trust.

Wedding Gifts: Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at $50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need only report individual gifts with a total value of $100 or more unless a particular gift can only be used by you or is intended only for your use.

For example, you receive a placesetting of china valued at $150 from a reportable source (e.g., not a family member) as a wedding gift. Because the value to you is $50 or more, you must report the gift on Schedule E but may state its value as $75. Wedding gifts are not subject to the $290 gift limit, but they are subject to the $10 lobbyist/lobbying firm gift limit for state officials.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: May 7, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I..	Introduction, Announcements Approval of Minutes of April 2, 1998 Co Chair Barney Popkin	8:30 - 8:35
II.	HMUPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 8:55
IV.	Update on the Integrated Management Pest Program -Beryl Magilavy	8:55- 9:30
V.	Update on Fish Advisory Signs for Piers - Ben Gale	9:30 - 9:45
VI.	New Business/Next Month's Agenda	9:45 - 10:00

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Know your rights under the Sunshine Ordinance! (Chapter 6.7 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

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Date: May 7, 1998

Members Present:	Gary Floyd, Catania Galvan, Jerry Grey, Doug Kern, Donald Lapin, Matthew Lintner, Anthony Sacco, Ross Tibbits, Mark Youngkin, Barney Popkin, Bill Wilson. Barney Popkin chaired this meeting.
Observers Were:	Sue Cone (EHMS), Paul Fresina (Sold Waste Management), Ben Gale (EHMS), Bruce Josloff (EHMS), William Chan (City Attorney's Office), Alison Stewart, Jose Gomez (Sanitary Fill Co.), Russell Morine (Sanitary Fill Co), Beryl Magilavy (Dept of the Environment), Maggie Johnson (Uribe & Associates), Pearl Peller (Woodward Clyde).
Members Excused:	Mark Galbo, Alice Glasner, Kathryn Hyde, Steve Medberry.

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

The minutes of April 2, 1998 were approved unanimously, without comment, by the Committee.

Ms. Galvan announced she has graduated from Golden Gate University with a degree in Business and Humanities. Ms. Galvan stated that she wrote a grant on behalf of Golden Gate University. The San Francisco Solid Waste Program is funding the grant to implement a recycling program.

Mr. Gale announced that six members of the Environmental Health Management Section (EHMS) were recently invited to speak before the California Environmental Health Association (CEHA) educational symposium. Mr. Popkin asked Mr. Gale for the names of these staff members and the their particular topics with the intention of sending each a note of recognition.

II. HMUPA Report - Sue Cone

Ms. Cone announced that HMUPA (Hazardous Materials Unified Program Agency) staff has published a Newsletter that is targeted to regulated businesses. Copies were distributed to the meeting's participants. The Newsletter was prompted by draft regulations received from the State that require reporting and data management by CUPAs. The draft regulations include several new forms containing hundreds of data elements that must be collected by CUPAs from regulated business. The Newsletter announces that a public hearing to take comments regarding the proposed regulatory changes will be held in Oakland on May 11, 1998 at the CalTrans office building Auditorium at 111 Grand Avenue. Registration for this hearing will begin at 9:30 A.M.

In addition, the Newsletter notes that representatives from regulated businesses can review the draft regulations at the Department of Health offices between the hours of 8:00 a.m. and 5:00 p.m. by first calling 252-3991. In addition copies can be purchased from DPH and CalEPA. The CalEPA number is (916) 323-2274. Also, CalEPA has a website at **www.calepa.cahwnet.gov/.**

Ms. Cone reported that a number of City tanks are not currently in compliance. Consequently, the HMUPA has drafted a letter for signature by Dr. Mitch Katz, Director of Public Health that is addressed to each Department Head. The letter states specifically which tanks are out of compliance and clarifies the timelines for compliance.

Ms. Cone reported that HMUPA recently issued a notice of violation and subsequent violation to a Dry Cleaner operation called Clean Image which is located at 3141 Filmore Street. The business had a release of perchloroethylene in 1997 that resulted in an emergency response action by the Department of Public Health (DPH) and the Fire Department (SFFD).

In the follow up to that Emergency Response, it was determined that the business failed to maintain training records and had not notified the

Department of Public Health of the spill. At the time of the spill, the DPH issued an administrative civil penalty complaint for $3200. A public hearing was conducted on May 6, 1998 and the complaint order was upheld. Ms. Cone pointed out that a representative from the California Cleaners Association (CCA) attended the hearing and was very supportive of the administrative action. Ms. Cone qualified that this was the first instance in which a complaint order was to a Director's hearing. Ms. Cone indicated that, generally speaking, businesses choose to waive the Director's hearing and accept the penalties.

In response to a question from Mr. Popkin, Ms. Cone stated that some Dry Cleaners are beginning to consider alternative methods other than perchloroethylene. A flammable solvent is being utilized by some businesses but there has been no significant move towards water based agents or steam methods. Ms. Galvin added that based her recent survey of alternative cleaning agents for Dry Cleaners, conducted for the Hazardous Waste Management Program, the cleaners pointed out that the water based agents are not effective for many fabrics and are only effective in conjunction with other cleaners.

Ms. Cone stated that a major violation of regulated businesses, that is common and often repeated, is the failure to implement employee training. She stated that the HMUPA intends to focus on the enforcement of training requirements in the next year.

Ms. Cone reminded the Committee members to complete their Form 700 Conflict of Interest Statements as soon as possible and to turn them in to the San Francisco Ethics Commission. The actual deadline for submittal was April 1, 1998.

III. EHMS Report - Ben Gale

Mr. Gale announced that the Mayor's "Great Sweep" will be conducted this Saturday, May 9, 1998. He encouraged Committee members to participate. A variety of prizes will be offered and a free lunch provided. The rallying point will be Hamilton Recreation Center on Geary Blvd. Participants should arrive at 8:30 a.m.. Interested parties can contact Mr. Gale at 252-3988.

Mr. Gale reported that, as a result of the combined efforts of a variety of Federal, State and local agencies, the Donco Property at Innes has recently undergone a major and successful clean up. He reminded the Committee that this property had been devastated by illegal dumping, sandblasting and abandoned machinery. The cleanup was conducted over the course of 2 weeks at the cost of approximately $200,000. Efforts are now being made to determine ownership of the property and to prevent the reoccurrence of the environmental insults to that location. Mr. Gale underscored that the cleanup is a major step forward for both San Francisco and Bayview Hunters Point.

Mr. Gale announced that DPH recently brought an enforcement action against a building developer as a result of a chemical release resulting from the latter's excavation of a property which was formerly owned by Unocal. Consequently a penalty, in excess of $16,000, was collected by DPH from the property owners.

Mr. Gale reported that the Public Utilities Commission (PUC) has been budgeted by the Mayor for an additional $200,000 for fiscal 98-99. The money is earmarked for implementation of rodent and mosquito control programs for PUC's Water and Sewage Treatment plants and sewage systems.

Mr. Gale reported that approximately a year ago DPH staff investigated complaints regarding the discharge of waste either directly into the Bay or indirectly through holding tanks by boat owners at the Marina Green and Crissy Field slips. The primary source of this pollution were the "live aboard" boats. At the time of the investigation, DPH informed Recreation and Parks that as a condition of having a slip, boats must have tight holding tanks and a procedure for discharging the waste to an appropriate receiving point.

Consequently, Recreation and Parks received a federal grant and installed two marine discharge stations. As holding tanks fill up, boats can now pull into one of the stations and discharge the waste in their holding tanks. Mr. Gale indicated that beginning in May 1998, boat owners are on notice that the DPH and Recreation and Parks will conduct tight tests of boat holding tanks. Recreation and Parks now has authority to cancel slip leases if boat owners are not in compliance with waste discharge requirements.

IV. Update on Fish Advisory Signs for Piers - Ben Gale

With regard to the Fish Advisory signs, Mr. Gale reported that the signs are quite durable and hold up well to exposure from the elements. In addition, the signs are secured to posts, which eliminates the problem of vandalism. He noted that the signs are posted throughout four jurisdictions that include the

Golden Gate Park Recreation Area, San Francisco Recreation and Parks, San Francisco Port Authority and the State Fish and Game Department. Those four jurisdictions encompass the San Francisco coastline.

Mr. Gale stated that these signs have been posted in approximately 11 locations. The location of the signs have been negotiated over several months among the four jurisdictions and three environmental groups. As a part of the MOU, the four property owners were provided with spare signs that they are responsible for posting when there is damage or vandalism to posted signs. Mr. Gale indicated that periodic surveillance of water recreation conditions conducted by EHMS staff will include a sign count and verification.

Mr. Gale reported that Mr. Ken Sato, with the EHMS Water Program, will be working with the Women, Infants and Children's Program (WIC) to educate "at risk" pregnant mothers on fish consumption. He will also be working with a variety of ethnic community groups. Mr. Gale anticipates that next year staff will periodically meet with fishermen/women at fishing piers to discuss health issues and to distribute literature.

V. Update on the Integrated Pest Management Program
- Beryl Magilavy

Ms. Magilavy began by underscoring that the Integrated Pest Management Ordinance (IPMO) only applies to Municipal activities and entities that lease space from the City and County.

Ms. Magilavy explained that responsibility for implementation of the IPMO is shared between the City's Department of the Environment and the State Department of Agriculture (DOA). The Department of Agriculture, which has the technical expertise, performs outreach to City agencies and assists them in utilizing alternative pesticide controls.

Ms. Magilavy pointed out that two other cities, including Santa Monica, California and Boulder, Colorado have IPMO programs. However, she noted that San Francisco's program is on a much larger scale given the size of the City.

Ms. Magilavy underscored that the IPMO was written so that pesticides that are identified as potential health hazards are banned in a phased processed that commenced in 1997. Category 1 pesticides identified by the EPA and Proposition 65 pesticides were banned in San Francisco in 1997.

Beginning in 1998 Category 2 pesticides have been banned in San Francisco. Starting in the year 2000 the remaining pesticides (Category 3) will be banned.
Ms. Magilavy stated that at this juncture four agencies have filed IPMO plans with the Department of Agriculture and that outside consultants assisted with this process. The goal for 1999 is the completion and filing of IPMO plans by half of the City agencies.

Ms. Magilavy noted that drinking water and public pool chemicals are exempted from the IPMO. The amendments to the IPMO legislation that were passed in July 1997 included a deferral of the ban on all anti-microbials until January 1999. These agents include cleaners and sterilizers.

The Department of Environment is charged with presenting recommendations on anti-microbials to the Board of Supervisors in July 1998. Ms. Magilavy anticipates that any agents used in provisional health care will be completely exempted but that the elimination or reduction of certain cleaning products will likely be proposed.

Ms. Magilavy noted that Supervisor Katz's proposed Ordinance is on the same track with regard to cleaning agents. For entities that are leasing properties from the City, the process for banning agents has been shifted such that compliance timelines will be one year later.

Ms. Magilavy underscored that the process for developing an IPMO on this scale is very complex and involves accumulating data on numerous techniques and a variety of controls. In addition, effective alternative agents must be considered and reviewed for safety and effectiveness. She indicated that several of the larger Departments are seeking funding to hire additional staff to act as IPMO coordinators to review and approve new pest remediation technologies. Also, the Department of the Environment is advocating for a position in the Purchasers office to review pesticide alternatives and new technologies.

Ms. Magilavy noted that the Agriculture Department has a grant from EPA to develop a Website that will provide a range of technical information to pest management personnel and will also offer a bulletin board for posting questions.

Ms. Magilavy underscored that the biggest challenge is to promulgate the information on the IPMO requirements to the City Agencies and their employees. Most of the larger agencies, that conduct their own pesticide applications are knowledgeable about the IPMO requirements and are largely in compliance.

One difficulty in meeting the requirements of the IPMO, according of to Ms. Magilavy, is the lack of consistent and complete baseline data on the history of pesticide use within City agencies. Some of the larger agencies use one of several outside contractors (pesticide applicators) and these contractors have been able to provide the Department of Agriculture with extensive and detailed records in accessible electronic form. However, previous contractors have been reluctant to provide the Department of Agriculture with these records. In other instances, agencies have not employed outside contractors, consequently their records are incomplete and are not maintained in an electronic database.

In summary, Ms. Magilavy indicated that the data for the previous year will not be retrievable, but that current and future data will be available, particularly from the large agencies.

Ms. Magilavy underscored that one of the major impacts of the IPMO is the requirement that agencies now take responsibility for reviewing the use of pesticides by pesticide applicators and posting signs that notify employees of pesticide use. Agencies must designate site managers to monitor the levels of pest infestation and pesticide use and to maintain records on pesticide application. For this purpose, the Department of Agriculture is providing workshops to train site managers on these requirements.

Ms. Magilavy indicated that City agencies that seek an exemption of a banned pesticide must first apply to the Department of the Environment. The request is then put before the Commission on the Environment. Ms. Magilavy qualified that at this time two exemptions have been requested and one has been granted. The Department of Environment will focus, first, on possible alternatives before supporting an exemption.

Ms. Magilavy summarized by stating that IPMO ban on pesticide use has been very successful and that that the only pesticides still in use are Category 3, that are the least hazardous.

Ms. Magilavy concluded by stating that the San Francisco IPMO model is now being touted nationally by the State's Department of Agriculture.

Mr. Popkin reminded the Committee members that the Department of the Environment website is **www.ci.sf.ca.us/environment**. This Website offers links to the San Francisco Sustainability Plan.

VI. New Business/Old Business/Next Month's Agenda

Mr. Popkin announced that Ms. Susan Glendening has resigned. Consequently there is an additional opening on the Committee for "Public Interest".

Mr. Popkin invited Alex Dong to the next Committee meeting to discuss the progress of the City's Pollution Prevention Program for Hazardous Waste Reduction.

The Committee adjourned at 10:00 a.m..

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M D
Director of Health
Ben Gale, Director

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: June 4, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements Approval of Minutes of May 7, 1998 Co Chair Barney Popkin	8:30 - 8:35
II.	HMUPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 8:55
IV.	New Business/Old Business/Next Month's Agenda	8:55 - 9:30
V.	Update on San Francisco Pollution Prevention Program for Hazardous Waste Reduction Alex Dong	9:30 - 10:00

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: June 4, 1998

Members Present:	Gary Floyd, Mark Galbo, Catania Galvan, Alice Glasner, Jerry Grey, Kathryn Hyde, Donald Lapin, Matthew Lintner, Barney Popkin, Anthony Sacco, Ross Tibbits, Mark Youngkin, Bill Wilson. Barney Popkin chaired this meeting.
Observers Were:	Sue Cone (EHMS), Bruce Josloff (EHMS), William Chan (City Attorney's Office), Alex Dong (CCSF-Solid Waste), Brad Drda (Sanitary Fill Co.), Karen Strandoo (CCSF-Solid Waste), Kevin Kramer (SFFD).
Members Excused:	Doug Kern, Steve Medberry.

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

The minutes of June 4, 1998 were approved unanimously, without comment, by the Committee.

Ms. Strandoo provided copies of the San Francisco City and County Hazardous Waste Management Plan to Committee members. She noted that the CAs Office administered the planning process in compliance with the "Guidelines for the Preparation of Hazardous Waste Management Plan." (1987) published by the State Department of Health Services.

Mr. Strandoo indicated that the first draft was published in March 1988 and the finished Plan was published in February 1992. An Environmental Impact

Statement was written about the Plan, the Board of Supervisors approved it in 1992 and the State approved it in 1995. Ms. Strandoo pointed out that under the Plan, the CA's Office is responsible for summarizing the activities of the City and submitting an annual report to the Board of Supervisors.

Ms. Galvan announced that she recently attended the EPA's National Education Advisory Council meeting in Washington D.C. While there she also attended a meeting of the Water Federation. This organization has invited Ms. Galvan and two San Francisco high school students, who are involved in a PUC funded high school program on water conservation, to attend an Urban Water Festival this summer in Washington D.C.

Ms. Galvan announced that she will be operating a City Environmental Conservation booth at several events this summer as follows: The Fiesta Pilipina on June 13th and 14th at the Civic Center Plaza; the Juneteenth celebration in the Western Addition on June 20th and 21st; and the Gay and Lesbian Pride Festival on June 26th and 27th. Ms. Galvan extended an invitation to interested parties who would like to offer their assistance at any of these events.

Mr. Popkin announced that he will attend the California Environmental History Conference in Santa Cruz on July 30th through August 2nd. He will be operating an exhibition booth on the topic of San Francisco's pollution prevention practices. Mr. Popkin asked Committee members to provide him with any resources, information, etc. that he could incorporate into his exhibition.

Mr. Popkin reported that he recently acquired access to abstracts of conference papers on Groundwater cleanup and recalcitrant chemical cleanups and that he would make these documents available to interested parties.

Mr. Popkin reported that he recently attended a meeting of the Fisherman's Wharf Quality Advisory Committee meeting. The group represents swimmers who are increasingly frustrated by the accumulation of restaurant and commercial boat repair waste in the harbor. The greatest concentration of pollution is between Pier 39 and Aquatic Park. Mr. Popkin noted that levels of Coliform bacteria are significantly high in these waters. The Advisory group is working with the Port to try to develop an effective means of enforcing pollution standards in the Inner and Outer harbors.

Mr. Drda announced that there will be a Household Hazardous Waste collection event at the Oceanside Treatment plant on June 28th. Another collection day is anticipated at the Police Academy in Diamond Heights on August 16th.

II. HMUPA Report - Sue Cone

Ms. Cone reported that the Hazardous Materials Unified Program Agency staff (HMUPA) recently summarized the status of Hazardous Materials at Laguna Honda Hospital (LHH). The Hazardous Materials registration certificate for LHH is current. Ms. Cone indicated that LHH stores about 3,000 gallons of liquids, 15,000 lbs of solids and 5,000 cubic feet of compressed gas. She clarified that most of the chemicals are utilized in laundry operations. The hospital generates between 25 and 50 tons of hazardous waste per year.

Ms. Cone noted that during the HMUPA inspection conducted in February 1998 minor violations were noted that included an outdated facility map, incomplete labeling, incompatible storage of some chemicals and unsecured compressed cylinders. She qualified that these are typical common violations that are easily remedied.

Ms. Cone announced that HMUPA received the report of the State audit. The only major violation was the fact that the agency did not collect the State surcharge for fiscal 1996/97. Ms. Cone pointed out the Catch 22 aspect of this violation by clarifying that the San Francisco HMUPA did not have a CUPA Ordinance, that would have permitted the collection of the surcharge, until December 1997. Ms. Cone stated that HMUPA will not retroactively collect this surcharge because this would not be cost effective from the standpoint of administrative costs.

Ms. Cone reported that, as of the close of April, approximately 500 inspections have been conducted and that she expects the goal of 700 inspections to be reached by the end of the fiscal year. She underscored, however, that revenue goals have fallen short because the Certified Unified Program Agency (CUPA) Ordinance did not go into effect until December 1997.

Ms. Cone stated that another factor that has reduced revenue projections for Fiscal 98-99 is that during the transition period, businesses that were registered before the implementation of CUPA, were part of 2 year registration cycle. Because CUPA requires payment of registration fees on a yearly basis, it will require another year before the "pre CUPA" businesses can be migrated into the yearly cycle. Ms. Cone stated that, as a result, more realistic revenue projections will have to be developed for Fiscal 98-99.

III. EHMS Report - Sue Cone

Ms. Cone reported that the cleanup of the Donco site at 894 Innes is almost complete. In summary, she stated that a criminal search warrant was executed on the property on March 4, 1998 and that a Federal Cleanup and Abatement Warrant was also served to the property owner on that date.

The site cleanup began on April 15 through May 1, 1998. Members of the USEPA Emergency Services, US. Coast Guard and two USEPA Contractors were directly involved in the cleanup operation. The U.S. Marshall , San Francisco Animal Control and Mr. Ben Gale were on site on the first day of the cleanup operations.

Ms. Cone pointed out that USEPA was responsible for the hazardous waste removal. The San Francisco Police Department (SFPD) provided site security and the San Francisco Health Department (SFDPH) was responsible for the solid and medical waste removal. The USEPA team provided the labor for sorting out the solid and hazardous waste.

The estimated cost of cleanup is in excess of $186,000. USEPA paid approximately $154,000 for the cost of the disposal Strike Team involvement and contract/labor costs. The cost to SFDPH is approximately $18,000 for the solid waste removal. Ms. Cone reported that, in total, 1522 cubic yards of contaminated soil and 1020 gallons of liquid waste were removed from the site.

Ms. Cone reported on a cleanup at 1300 Yosemite that involved the removal of approximately 24,000 cubic feet of asbestos contaminated soil. The contamination is the result of illegal dumping of construction debris. The city filed suit against the property owner and the court reached a judgment against the property owner for 3.6 million dollars in damages.

With regard to the Annual Report Ms. Cone reported that Dr. Katz's office has requested that the Annual Report be provided to the Health Commission through a written transmittal.

IV. Update on San Francisco Pollution Prevention (P2) Program for Hazardous Waste Reduction - Alex Dong

Mr. Dong began by explaining that the definition of P2 includes source reduction, toxic reduction, reuse, recycling and disposal. With regard to the City's P2 Program, the primary focus is source reduction, reuse and recycling. More specifically source reduction in this context is analogous to waste reduction.

By way of background Mr. Dong clarified that Congress passed a series of acts in the 1970s and 1980s including the Clean Air Act, the Clean Water Act, the Resource, Conservation and Recovery Act (RCRA) and the Toxic Substance Control Act. This legislation contains provisions to reduce hazardous waste generation. However, it was not until 1984 when Congress amended the RCRA to include Hazardous and Solid Waste provisions, that Hazardous Waste generators were required to implement economically feasible programs to reduce hazardous waste.

Mr. Dong noted that in 1990 Congress officially passed the Pollution Prevention Act that articulates a national policy for Hazardous Waste Reduction. The proposed methods for reducing waste reduction are defined within a hierarchy of four options. Each of the four should be considered, beginning with the first, based on the feasibility and efficacy of implementation . Firstly, efforts could be made to reduce the source of waste generation through alternative material usage. Secondly, generators could implement reuse and recycling methods. Thirdly, a waste treatment process could be put into place. Fourthly, a program for effective waste disposal could be implemented that would prevent waste products from polluting the environment.

Mr. Dong explained that the Pollution Prevention Act also provides grants to the EPA to encourage local P2 Programs. Mr. Dong underscored that the Pollution Prevention Act does not mandate adherence to P2 measures, but rather hazardous waste reduction is entirely voluntary.

Mr. Dong noted that California has on its books the "Source Reduction Management and Review Act" (SB 14) that requires state and local generators to prepare and publicly disclose hazardous waste reduction plans. Mr. Dong stated that San Francisco began to develop and implement a P2 Plan in 1986 and that this plan was finally passed by the Board of Supervisors in 1992 and formally approved by the State in 1995.

The Hazardous Waste Management Program in the Solid Waste Office has taken the lead in coordinating the P2 Plan with City Agencies. Mr. Dong noted that the primary waste streams generated by City agencies are waste oil, solvents and paints. He clarified that MUNI is the largest generator, followed by the Water Department, Recreation and Parks and the City's Hospitals.

Mr. Dong explained that the objectives of the P2 Program are the establishment of City Departments as P2 leaders; the reduction of hazardous waste generation; providing technical expertise to City departments; and the promotion of the City's P2 accomplishments.

The approach of the City's P2 Program to achieving its goals is as follows: establish a hazardous waste tracking database; conduct on-site P2 mini-assessments; conduct demonstration projects; and share successes and technical expertise.

The objectives of the Hazardous Waste database are to characterize waste streams and operations and establish baseline conditions. Mr. Dong pointed out some of the inherent difficulties in the State's waste data that has been incorporated into the current Hazardous Waste Database. Specifically, the State's data is limited to 1991-1995. In addition, the data does not clearly distinguish recurring from one-time waste streams. Also, the data uses generic names that are not sufficiently detailed.

The goals of the P2 site assessments, according to Mr. Dong are as follows: Establish a P2 Program presence within all major City agencies; understand operations and waste generation within the various city agencies; identify P2 opportunities; uncover progressive P2 efforts; and identify potential P2 demonstration projects.

Mr. Dong stated that the demonstration projects are based on priority waste streams, operations and the anticipation of significant success. He pointed out that two demonstration projects are currently underway. The MUNI's "Oil Life Extension Project" goal is to extend the oil-change interval in diesel buses by testing the effectiveness of high-efficiency filters. This project's preliminary results demonstrate that at both 5,000 and 10,000 miles, buses with filters have lower heavy metals content and acceptable viscosity and levels of oil additives.

Mr. Dong stated that the "Alternative Parts Cleaner Project" is being conducted at several MUNI facilities. The goals of this project are to eliminate the use of solvent parts cleaners, evaluate performance of aqueous, (water based) cleaning units and determine Operation and Management issues and worker preferences. The demonstration period encompasses two months. The preliminary results of this project demonstrate the following: aqueous cleaning units are effective; workers prefer the automated units: occasional rusting occurs on parts; and the unit design and solution odor is influential on worker preference.

With regard to promotional efforts for the P2 Program Mr. Dong listed a variety of activities and endeavors including Annual "Safe City Awards", a Newsletter, Posters, Paycheck stubs and promotional items. He noted that the City has a P2 Website at the following address: **www.sfhazwaste.org.**

In conclusion, Mr. Dong underscored that City departments are becoming leaders in P2 implementation and that the City's successes in Hazardous Waste Reduction are generating increased public interest and support.

V. New Business/Old Business/Next Month's Agenda

The Hazardous Materials Advisory Committee will not convene in July.

Mr. Popkin stated that he will attempt to arrange a field visit to the Oceanside Sewage Plant on July 2. He will confirm the date and time through email.

The August agenda will include discussion of the impact of "El Nino" on PUC operations.

The Committee adjourned at 10:00 a.m.

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Department of Public Health
Bureau of Environmental Health Management
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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: August 6, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introduction, Announcements Approval of Minutes of June 6, 1998 Co Chair Barney Popkin	8:30 - 8:35
II.	HMUPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 8:55
IV.	Update on Effects of El Nino on PUC Operations	8:55 - 9:30
V.	New Business/Old Business/Next Month's Agenda	9:30 - 10:00

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force 401 Van Ness Avenue, Room 402, San Francisco, CA 94102.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: August 6, 1998

Members Present:	Gary Floyd, Catania Galván, Alice Glasner, Kathryn Hyde, Donald Lapin, Matthew Lintner, Barney Popkin, Ross Tibbits, Bill Wilson, Mark Youngkin. Barney Popkin chaired this meeting.
Observers Were:	Sue Cone (EHMS), Ben Gale (EHMS), Bruce Josloff (EHMS), Alison Stewart (City Attorney's Office).
Members Excused:	Mark Galbo, Jerry Grey, Anthony Sacco, Steve Medberry.

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes, Old/New Business

Old Business

Mr. Floyd announced that the Environmental Technology Program offered at City College of San Francisco has been merged with the Department of Biology. The newly constituted department is entitled the "Biology and Environmental Sciences" Department. Mr. Floyd stated that this merger will fortify the Environmental Technology Studies program at the college.

Ms. Hyde reported that Regional Environmental Business Resources Assistance Center, which operated out San Francisco City College, has been disbanded.

Mr. Popkin made the following announcements: On Thursday, July 2nd a group from the Hazardous Materials Advisory Committee (HMAC), which included Mr. Wilson, Ms. Hyde, Mr. Sacco and Mr. Popkin, toured the Oceanside Water Pollution Control Plant.

On Saturday, July 11th, Mr. Ross and Mr. Popkin attended the Treasure Island land use meeting at Treasure Island.

On Wednesday, July 22nd, Mr. Popkin and Mr. Gale toured the Hunters Point Shipyard to observe ongoing soil removal at Parcel B and the farm animals that live offsite but adjacent to Parcel E. Mr. Popkin noted that young people were fishing in Yosemite Canal, offsite of Hunters Point Shipyard.

From July 30th through August 2nd Mr. Popkin attended the Green and Gold Conference California Environmental History Symposium at the University of California at Santa Cruz. At this conference Mr. Popkin presented an exhibit on San Francisco Pollution Prevention Activities.

New Business

Ms. Galván announced that "Coastal Cleanup Day," sponsored in California by the California Coastal Commission and BRITA, Inc and in conjunction with International Cleanup Day, will be held on September 19, 1998. This year the event will include a "college challenge' - a contest among college participants.

Mr. Popkin announced the following upcoming activities:

On Thursday, August 13th a hearing on the proposed ban of personal watercraft (jet skis) in the waters of San Francisco will be held before Supervisor Newsom's Health, Family and Environment committee. The hearing will be held at 401 Van Ness Avenue, at 10:00 a.m., in Room 410. The members of the HMAC have been invited by Supervisor Newsom to participate.

On Friday, August 21st and Oil-skimmer boat demonstration will be held at the Port of San Francisco Fisherman's Wharf harbor. Interested parties should meet at 9:00 a.m. at Scoma's restaurant. The demonstration is being conducted through the auspices of the Fisherman's Wharf Environmental Quality Advisory Committee. For further information contact Roberta Jones at **274-0562** or email Ms. Jones at **roberta_jones@sfport.com.**

Between August 30th and September 1st a Stakeholders Forum on Natural Attenuation will be held at the Westin Hotel in Milbrae. The event is free and interested parties should contact Mr. Popkin at 222-8531 or email **bppopkin@sirius.com.**

Approval of the Minutes of June 4, 1998

The minutes were approved unanimously.

II. HMUPA Report - Sue Cone

Copies of the monthly reports for May and June 1998 were distributed to members of the HMAC.

Ms. Cone announced that the Hazardous Materials Unified Program Agency (HMUPA) is preparing to distribute its first underground storage tank (UST) compliance sticker. These stickers will ultimately be distributed to all facilities that are in compliance with UST upgrade requirements. The stickers will be placed on facility windows and tags will be placed on the fill ports. Ms. Cone reminded the HMAC that the compliance deadline for USTs is December 22nd, 1998 and that after this date all fuel deliveries will be banned from any facilities whose USTs do not meet with compliance criteria. Ms. Cone indicated that she is working with the Department of Public Health Public Information Officer to arrange for press coverage for the first issuance of the first compliance sticker and tags in the City.

Ms. Cone reported that a result of a series productive meetings with representatives from the San Francisco Fire Department, HMUPA staff are now actively involved in the UST installation process and are able to charge fees for their time. Ms. Cone stated that in anticipation of the compliance deadline there are currently between 40 to 50 active UST upgrade projects underway in San Francisco. Consequently, the HMUPA workload has increased substantially.

In response to a question from Mr. Popkin, Ms Cone stated that the HMUPA will not be able to meet the $1.4 million revenue goal for the Fiscal 97-98. She clarified that a more realistic projection is $1 million. She underscored that a major factor in not being able to meet this projected goal was the transition into the one year registration cycle from the two year registration cycle. Specifically, as a result of a carry over from the two year CUPA registration cycle, a number of businesses are not yet required to pay registration fees.

Mr. Popkin expressed concern that, as result of the budget shortfall, staff reductions would be necessitated. Mr. Gale responded that within the next few weeks the HMUPA will be able to provide a clearer picture of its administrative overhead costs and total revenues for the last fiscal year. At that juncture Mr. Gale stated that he will make recommendations to the Department of Public Health's Budget office. In addition, he has requested that Ms. Cone provide him with a workload analysis of HMUPA staff to assist him in developing these solutions. He summarized by stating that the goal is to hopefully continue to operate the HMUPA at its current staffing levels and personnel configuration.

III. EHMS Report - Ben Gale

Mr. Gale made the following announcements:

On August 17th Dr. Rajiv Bhatia, M.D. will fill the newly created position of Medical Officer. Mr. Gale stated that Dr. Bhatia brings to this position a substantial background in Occupational and Environmental Health issues. With these impressive credentials Mr. Gale opined that Dr. Bhatia can facilitate and enhance communication with professional and community interest groups.

The State Senate's Finance Committee has recently approved the Campbell bill (AB 1978). The bill requires that Food Service Managers be trained and State certified in proper Food handling techniques and procedures within the next two years.

The State is in the process of developing a Web page that will allow consumers to query the inspection status of restaurants.

The State may conduct a technical audit of the Local Oversite Program (LOP).

The Department of Public Health recently established the Employee Recognition Program and Ms. Karen Yu, of the Environmental Health Management Section (EHMS) Special Projects Program, was awarded one of the first Employee recognition awards. Mr. Gale underscored the quality of Ms. Yu's work and her dedication to her job.

The EHMS has hired a new MIS staff person. Her name is Ms. Elena Kaledina. The addition of this staff person will greatly assist in the goals of both integrating all environmental data and making that data available to City Departments and to the public at large on the basis of parcel and/or address inquiries. Mr. Gale welcomes input from other departments which have developed similar databases. In a related matter, Mr. Gale noted that training on the Map Info™ database is proposed.

A telecommunications device for deaf persons has been installed at 1390 Market Street. The phone number is **252-3929**. This number will be published in all public directories.

A rodent abatement program has been initiated by the EHMS in cooperation with the PUC (Public Utilities Commission). A pilot project will commence in Chinatown on August 17th. A private pest control contractor has been hired to perform the abatement of the sewer system in this area and oversight will be provided by EHMS staff under the direction of Mr. Breslin. Mr. Popkin suggested that Mr. Breslin contact Ms. Wendy Nelder at the City's Emergency Command Center. He indicated that during her tenure as supervisor she developed special knowledge in the field of rodent abatement.

Update on Donco Site

Mr. Gale reported that the Donco site is now chain linked, following the extensive cleanup conducted by the combined efforts of Federal, State and local agencies. At this point the City is attempting to establish who has legal ownership of the property and is pursuing reimbursement for its cleanup operations. He added that there are 4 or 5 abandoned tugboats at this site and he anticipates their removal under the authority of the U.S. Coast Guard. Mr. Gale indicated that the City has expressed interest in including this site as part of its Open Space Park area.

Mr. Popkin noted the proximity of the Donco site to the commercial Albion Spring. He stated that although surface contaminants were removed in the cleanup process, there is a risk of contaminants at the subsurface level migrating into these springs. Mr. Gale agreed to follow up with Mr. Popkin on this issue.

Update on 1075-17th Street property

Mr. Popkin inquired about the status of a development property at 1075 - 17th Street which skipped the provisions of the Maher Ordinance. Ms. Glasner clarified that the Planning department was alerted to this fact by a neighborhood "watch dog". The Planning Department determined that the property fell within the provisions of the Maher Ordinance. Consequently the Planning Department consulted with the Department of Public Health which, as a result, put a stop work order on the development project until such time as the appropriate testing can be conducted, as required under the ordinance.

IV. Discussion/Other Business

Mr. Lintner inquired about the status of the State's Smoking Ordinance as administered in San Francisco. He noted that there have been recent reports of wide spread and routine disregard of the Ordinance by bar owners.

Mr. Gale proceeded to clarify the inherent obstacles in effectively enforcing the Smoking Ordinance. He explained that implementation of the Ordinance is divided between the Health Department and the Police Department. The responsibility of the Health Department is to make certain that bar owners are aware of the existence of the Smoking Ordinance; that bar owners post "No smoking" signs; and that customers be advised not to smoke if they inquire or attempt to do so. If these three criteria are met then the bar owner is effectively in compliance with the Ordinance. The Health Department is given the authority to issue a citation to the bar owner if he fails to comply.

Mr. Gale underscored, however, that even if the customer smokes, the bar owner is still in compliance. Consequently, bar owners can indirectly defy the Ordinance. The problem is further compounded because authority to issue a citation to the customer is the responsibility of the Police Department, which regards enforcement of the Smoking Ordinance as a low priority.

Mr. Youngkin proposed that a list of environmental health hazards be included in the Annual Report or in a Notice to the Public.

Mr. Popkin noted that there are open positions for HMAC members, including labor, neighborhood, education and epidemiology. He asked Committee members to consider possible candidates. Ms. Stewart agreed to look into the plausibility of a "youth" representative, as proposed by Ms. Galván.

Mr. Popkin underscored the need to have someone from the Public Utilities Commission (PUC) speak on the effects of the El Niño upon the city's infrastructure i.e. city watersheds, water and waste water facilities, and hazardous materials/waste facilities. He will follow up with Mr. Medbery.

IV. Next Months Agenda

Ms. Cone agreed to prepare a draft Annual Report for 1997-1998 which will be distributed with the agenda and minutes of the next scheduled HMAC meeting. Discussion of the Annual Report will be included in subsequent agendas.

Ms. Stewart agreed to contact the District Attorney to try to arrange for a representative from the Environmental Crimes Unit to speak to the HMAC at its next scheduled meeting.

The meeting adjourned at 10:00 a.m.

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Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: September 3, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introduction, Announcements Approval of Minutes of June 6, 1998 Co Chair Barney Popkin	8:30 - 8:35
II.	HMUPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 9:00
IV.	Presentation of District Attorney's Environmental Crimes Unit - Greg Barnes	9:00 - 9:30
V.	Discussion of Hazardous Materials/Wastes as Human Health Factors	9:30 - 9:40
VI.	Discussion of Annual Report	9:40 - 9:50
VII.	New Business/Old Business/Next Month's Agenda	9:50 - 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

DATE: September 3, 1998

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Members Present:	Mark Galbo, Catania Galvan, Alice Glasner, Kathryn Hyde, Donald Lapin, Steven Medbery, Anthony Sacco, Bill Wilson. Barney Popkin chaired this meeting.
Observers Were:	Sue Cone (EHMS), Ben Gale (EHMS), Gayle Golden (EHMS), Paul Fresina (Solid Waste), Jose Gomez (Sanitory Fill Co.), William Chan (City Attorney's Office), Jennifer Gann (S.F. DPH), Greg Barge (S.F.D.A.), Christopher Chow (Environmental Dept.)
Members Excused:	Gary Floyd, Jerry Grey, Ross Tibbits, Mark Youngkin

The Meeting convened at 8:35 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes, Old/New Business

Mr. Popkin announced that this would be an informal meeting since there were not enough people to warrant a quorum.

Beryl Magilavy resigned as the Director of the San Francisco Department of the Environment. Steve Ritchie also resigned from the San Francisco Public Utilities Commission. (PUC)

Mr. Popkin was given the opportunity to ride in one of the City's new GM Saturn EV-1 (Electric Car-1). The City was awarded a grant to install thirty electric recharge stations - free to the public for one year.

Catania Galvan mentioned that on Thursday, September 17th, the Sierra Club is having a dinner meeting with Presidio Trust Executive Director Jim Meadows on the vegetation

Mr. Popkin mentioned that on Wednesday, September 23rd, from 6:30 - 8 p.m. there will be an Environmental Planning and Environmental Justice Association meeting at Tetra Tech EMI at 135 Main St. Those interested, should contact Donelle Gregory of Sustainable SF at (415) 285-6106.

There will be an international sales group touring Hunter's Point Shipyard. Those interested should contact Mr. Popkin.

II. HMUPA Report - Sue Cone

A Press Release concerning the distribution of Underground Storage Compliance Certificates was issued by the Health Department on August 20, 1998. After January 1, 1999, fuel deliveries to non-compliant underground tanks will be prohibited. ARCO is the first company in the City to receive Compliance Certificates. The companies that are already in compliance are all anxious to receive their required stickers.

Ms. Cone pointed out that the current number of regulated facilities is 2239 which is about 250 more than last years total. This is an indication of the work that staff has been doing to identify new businesses now regulated under the Certified Unified Program Agency (CUPA).

In regards to the monthly report, Ms. Cone added to the monthly statistics report the number of businesses that have reduced their hazardous materials inventory or hazardous waste generated. This gives some indication of the efforts staff has made to encourage reduction of hazardous materials use and businesses' response to those efforts.

III. EHMS Report - Ben Gale

Dr. Rajiv Bhatia is the new Medical Director for Environmental Health and Occupational Safety. Dr. Bhatia reports directly to Dr. Katz, the Director of Health. Dr. Bhatia, who is a Medical Doctor, has a Masters Degree in Public Health, and has practiced medicine at the Tom Waddell Clinic. He has also been a researcher at UCSF. Dr. Bhatia has a strong background in occupational and environmental health issues.

One of Dr. Bhatia's first activities was to review the draft Environmental Impact Report (EIR) for the Hunters Point PG & E Power Plant facility. He is acting as the contact for the Department of Public Health in this matter.

Mr. Gale mentioned that Dr. Bhatia hopes to attend the next month's Hazardous Materials Advisory Committee meeting.

Mr. Gale spoke about the Hazardous Materials Program revenue. The Hazardous Materials Program has a revenue shortfall of about $200,000.00. Mr. Gale mentioned that he feels strongly that there will be no lay offs.

Mr. Gale spoke about the new state requirements for tattoo parlors and body piercing operations. Local agencies are required to implement a registration and inspection program by January 1, 1999.

Mr. Gale gave an update on Supervisor Katz's efforts to sponsor legislation that would regulate the City's purchase of hazardous materials/products.

Mr. Gale spoke of Barney Popkin's e-mail to him about bars that are out of compliance with the smoking ban. The bars mentioned were Enrico's (which can have outside smoking), Jacks Bar, Fidlers Green and Tascas Bar. The Health Department has the authority to deal with the owner of the facility. Department of Public Health can issue citations if the owners smoke, fail to install "no smoking signs" or fail to tell the patrons that it is against the law to smoke. The Department does not have authority to site patrons who disregard the ban since such citations are the responsibility of the Police Department.

IV. Presentation of District Attorney's Environmental Crims Unit - Greg Barge

Mr. Barge is with the Consumer Environmental Protection Unit in the District Attorney's Office. He can be reached at 551-9550. His fax number is 551-9504. His e-mail address is sfdabarge@yahoo@.com.

Mr. Barge mentioned that the Consumer Environmental Protection Unit was created less than one year ago.
There are three attorneys working for the Unit headed by Jane Korvek. The other two staff attorneys are David Moon and Greg Barge.

The Environmental Protection Unit primarily focuses on criminal cases. Mr. Barge cited a recent case where three 55-gallon drums containing cyanide waste were abandoned on the street located near 1201 Shafter Street. The responsible party was arrested and is presently out on $10,000 bail.

Another case that Mr. Barge's office is involved in is the Donco site where a search warrant was executed. Multiple violations were present at the site.

V. Discussion of Hazardous Materials/Wastes as Human Health Factors

It was suggested that fact sheets for the public be drafted regarding lead paint in paint products, asbestos and other potentially hazardous products.

Ms. Galvan expressed concern that there is a general lack of knowledge among homeowners about the hazards associated with home renovation and the importance of hiring contractors who are knowledgeable in this regard, even though their costs may be higher.

If fact sheets were available, painters may be willing to hand them out as a method of informing the public during the bidding process about potentially hazardous operations.

Mr. Popkin suggested that this be a discussion item at the next Hazardous Materials Advisory Committee meeting. He also suggested that any ideas for fact sheets be submitted to Paul Fresina at his e-mail address: paulfresina@ci.sf.ca.us.

VI. Discussion of Annual Report

Since a quorum was not present, discussion of the annual report was postponed until the next meeting.

The meeting adjourned at 10:00 a.m.

City and County of San Francisco
Department of Public Health
Bureau of Environmental Health Management
1390 Market Street, Suite 210
San Francisco, CA 94102

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: October 1, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements Approval of Minutes of September 3, 1998 Co Chair Barney Popkin	8:30 - 8:35
II.	HMUPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 9:00
IV.	Discussion of Hazardous Materials Materials/Wastes as Human Health Factors	9:00 - 9:10
V.	Discussion of Annual Report	9:10 - 9:30
VI.	New Business/Old Business/Next Month's Agenda	9:30 - 10:00

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San Francisco, CA 94102
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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

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Date: October 1, 1998

Members Present:	Gary Floyd, Mark Galbo, Alice Glasner, Doug Kern, Donald Lapin, Matthew Lintner, Steve Medbery, Barney Popkin, Anthony Sacco, Ross Tibbits, Mark Youngkin. Barney Popkin chaired this meeting.
Observers Were:	Sue Cone (EHMS), Ben Gale (EHMS), Rajiv Bhatia (EHMS), Bruce Josloff (EHMS), Alison Stewart Cocotis (City Attorney's Office), Tristain Corbiere (Environmental Justice), Nick Wharton (Environmental Health), Brad Drda (Sanitary Fill Company), Paul Fresina (Solid Waste), Jennifer Mann (SFDPH Community Health).
Members Excused:	Catania Galván, Jerry Grey, Kathryn Hyde, Bill Wilson

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes, Old/New Business

Old Business

- Broward County, Florida conducted a mercury (Hg) thermometer exchange. Over 550 mercury (Hg) thermometers were exchanged for non-

- Hg ones. When discarded, Hg thermometers are incinerated, and the Hg is released into the air where it is returned to the Everglades with the rains. Hg has been found in the tissue of Everglades fish and other wildlife. Hg is highly toxic and potentially lethal to humans, and causes damage to the central nervous system and kidneys. Refer to the Sun-Sentinel, September 21, 1998.

- On September 23, 1998 Mr. Popkin sponsored a panel discussion on Environmental Planning and Environmental Justice for the Association of Environmental Professionals.. The panel discussion was held at Tetra Tech EM Inc., at 135 Main St.

- San Francisco Waste Water issues: Refer to the SF Weekly, September 23-29, 1998 article on "Fecal Matters: When it comes to sewers, San Francisco just can't get its shit together." Contact Jeff Marmer At 415-285-2429 or **jeffmarmer@igc.org** to learn more and participate in improvements on treatment and management of SF wastewater.

New Business

- On October 1, 1998 Mr. Popkin will present a luncheon talk on "Altered Soils and Environmental Issues at Hunters Point Shipyard" to the Professional Soil Science Association of California (PSSAC) and the International Committee of Anthropogenic soils Conference at the Embassy Suites in Burlingame.

- On October 7, 1998 Stanford Professor Paul Ehrlich will present a lecture entitled "Betrayal of Science and Reason: How Anti-Environmental Rhetoric Threatens Our Future." The lecture is schedule for 8 p.m. at the Marin Center Showcase Theater.

- On October 24, 1998 the Groundwater Resources Association will sponsor a geologic field trip of the northern San Francisco Bay area. The field trip includes bus tour overviews from the Lawrence Hall of Science at UC Berkeley by Greg Bartow, Treasure Island by Barney Popkin, The Presidio by Martin Stern, and the Marin Headlands by Paul Bertucci. Contact Jim Jacobs at **augerpro@aol.com** or 510 232-2728 x222. Mr. Popkin will discuss Altered Soils and Environmental issues at Treasure Island.

- On November 4th and 5th, 1998 the Association of Bay Area Governments (ABAG) will conduct a conference and exposition on California's deregulated energy market. The conference is designed to help energy professionals understand and take advantage of the opportunities created by deregulation. The conference will be held at the Oakland Marriot City Center, Oakland Convention Center. Refer to **http://power.abag.ca.gov.**

- **Approval of Minutes**

  There were no minutes for September 3, 1998 because there was no quorum present for a meeting.

II. HMUPA Report - Sue Cone

Ms. Cone reported that State legislation has recently been passed and signed by the Governor that will provide Underground Storage Tank (UST) owners with the option to "self certify" their tanks by December 22, 1998. Ms. Cone qualified that there are approximately 200 USTs in San Francisco which, though currently out of compliance, are moving steadily in the direction of compliance.

After December 22nd UST owners can confirm that their USTs are in compliance through "self certification." The method of notification to local agencies has not yet been clarified, but would likely be in the form of a letter to the local agency and/or posting at the facility. The local agency would, within 90 days, confirm compliance through a site inspection and would then provide the UST owner with the appropriate tags and stickers.

Ms. Cone underscored that heavy fines will be imposed on those UST owners who have "self certified" but whose USTs are not in compliance at the time of inspection by the local agency.

Ms. Cone summarized that the self certification procedure will give the Hazardous Materials Unified Program Agency (HMUPA) additional time to certify USTs, if needed.

Ms. Cone reported that MUNI has four sites which have USTs. At this time none of these USTs are in compliance. Consequently these USTs will be temporarily closed and upgraded or removed. MUNI anticipates the installation of above ground tanks by the December 22 deadline in order to receive their fuel deliveries. Ms. Cone emphasized that the City can not issue any exemptions.

Ms. Cone briefly addressed the issue of the reluctance of Federal enclaves to comply with HMUPA Hazardous Material regulations. She asked Ms. Cocotis to clarify the legal issues surrounding this apparent conflict. Mr. Popkin suggested that a discussion of Federal compliance i.e. Hunters Point Shipyard, Treasure Island, and the Presidio, be included in the agenda for November 1, 1998. Ms. Cocotis suggested that Mr. William Chan of the City Attorney's office be invited to address this issue at the next HMAC meeting.

Special Staff Activities

- Staff held a meeting with representatives from the SFFD, representing the Fire Training Academy on Treasure Island and the PUC Water Pollution Control Plant on Treasure Island regarding the submittal of a workplan for Risk Management Plans (RMPs) . Both of these facilities fall within the scope of the federal requirements for instituting RMPs.
- Staff began to hold monthly one-on-one meetings to discuss work goals and review work plans.
- Staff met with the Department of Public Health's budget staff to discuss a resolution to current revenue issues.
- Staff met with the Dr. Rajiv Bhatia, the new medical director of the Environmental Health Section.
- Staff participated in a meeting to discuss repeat violators and to develop a policy so that they are dealt with in a consistent manner.

III. EHMS Report - Ben Gale

Mr. Gale reported that the Environmental Health Management Section (EHMS) staff have been working closely with Supervisor Katz's office to both review and develop environmental legislation. One item, up for review, is the Integrated Pest Management Ordinance (IPMO) as it relates to the banning of certain anti microbial agents. In addition, Supervisor Katz' office is considering "Green" legislation to substitute alternative "environmentally safe" products for those solvents in current usage at City facilities.

In anticipation of the timeline on these exemptions Mr. Gale, Dr. Bhatia, members from the Department of the Environment and several representatives from the National Chemical Manufacturing Association, met with representatives from Supervisor's Katz's office on September 30, 1998. The discussion was essentially a fact finding session and no decisions were reached as to whether or not to institute a blanket or partial ban on anti-microbial agents.

There was general agreement at this meeting that a system be put into place to conduct a product review of anti-microbials agents with the purpose of determining whether alternative products can be effectively substituted and to make recommendations to the City Purchaser. The consensus on the part of Industry representatives was for the judicious and appropriate use of anti-microbial agents rather than the total banning of these agents.

Mr. Gale anticipates follow up discussions under the auspices of Supervisor Katz and will keep the Committee posted on their progress.

Mr. Gale reported that Supervisor Katz is also considering a Water Vending Machine Ordinance which would ensure the quality of water dispensed from machines.

Mr. Gale announced that a HMUPA revenue proposal plan for fiscal year 98-99 was presented to the DPH Budget Analyst and was accepted. The plan calls for the transfer of a Public Assistant (9924) from HMUPA to the Local Oversite Program, which is State funded. In addition, a Senior Inspector position (6122) would be transferred to another program, yet to be determined. In the final analysis, the HMUPA will be spared layoffs and impact on staff production will be minimized. Additional workload analysis will be conducted to maximize efficiency.

In addition, the EHMS is preparing to submit a hiring plan to the Department of Public Health (DPH) Administration which will prioritize hiring based on classification, program needs and budgetary considerations. Currently, there are fifteen vacancies within the EHMS.

Mr. Gale introduced the new Medical Director of Environmental Health and Occupational Safety, Dr. Rajiv Bahtia.

Dr. Bahtia provided the HMAC with a summary of his background, expertise, interests and objectives.

Dr. Bhatia was born in Great Britain and was raised in Oklahoma City. He is a graduate of Stanford University medical school and is trained in the discipline of Internal Medicine. Dr. Bhatia's primary interest is in the area of Environmental Justice and Health. After finishing his training he worked at the Tom Waddel clinic until 1995. He then traveled to India where he worked with victims of the Bhopal, India chemical disaster. In that capacity he assessed the medical, economic and social consequences of that tragedy.

Dr. Bhatia received formal training in environmental health and epidemiology at UCSF in the Occupational and Environmental Health Program. During that period he conducted an analysis of respiratory health in children in Richmond, California. In 1998 Dr. Bhatia was interviewed and offered the job of Environmental Health and Occupational Safety Medical Director.

Dr. Bhatia stated his duties include administration of the Environmental Health Section, the Occupational Health and Safety Program and the Occupational Health and Safety staff for the Community Health Network.

Dr. Bhatia stated that he is currently conducting research on endocrine disruptors under a grant from the National Institutes of Health. In addition, he is assisting the DPH epidemiology section in the design of an asthma surveillance system.

He indicated that he hopes to divide his time equally between administration and research. He underscored that he wants to be regarded as an important resource for the programs under his stewardship and to be able to offer advice and input on pending environmental legislation.

IV. Discussion of Hazardous Materials/Wastes as Human Health Factors

Mr. Lintner proposed that, given the expertise on the HMAC, that some form of outreach could be devised which would provide the community at large with an identification and assessment of risk factors associated with various Hazardous Materials. He suggested that, to begin with, a list of toxic agents could be formulated.

Dr. Bhatia suggested that hazards should be prioritized. This could be achieved by researching the degree of impact on human health of various constituent chemicals and agents. The next step is to determine what provisions are being implemented through City Ordinances and City Departments to mitigate and abate these hazards, that could be applied to the Community at large. He concluded that a hierarchy of health issues could be developed through a process of identification and prioritization.

Mr. Fresina emphasized that the HMAC provides the perfect forum for the formulation of a hierarchy of health issues and that the members of the HMAC, given their expertise in the roles the various departments play, could play a roll in facilitating public education. Also, the HMAC could play a pivotal role in helping to coordinate the efforts of City Programs.

Ms. Mann offered to procure the California Comparative Risk Assessment, researched by Mr. Bill Pease, which was authorized by the California EPA.

Mr. Galbo offered to perform a search on public toxic exposure statistics in San Francisco.

Mr. Gale offered that as part of outreach, the public should be educated on the requirements of City Ordinances as they pertain to the provisions covering contractors. i.e. proper containment and disposal of asbestos and lead, and storage of hazardous materials.

V. Discussion of Annual Report

Mr. Medbery proposed and offered to write a recommendation to support a fee increase to enhance revenue and efficiencies. Mr. Sacco proposed that the two pages which describe the mission of the HMAC be excerpted from the City Ordinance and included in the Annual Report. Mr. Lintner proposed and offered to write language which would refer to the HMAC's goal of promoting public outreach regarding health risk factors. Mr. Fresina proposed and offered to write language to be inserted into the section for the Household Hazardous Waste Facility. Mr. Popkin agreed to write the section on Advisory Committee Letters.

Ms. Cone clarified that the Section on Advisory Committee Activities as essentially a summary of HMAC meeting agendas.

Mr. Popkin requested that the members provide Ms. Cone with their comments and recommendations, as soon as possible, so they can be incorporated into the next draft for discussion and adoption at the November meeting. Ms. Cone recommended that members email her.

VI. Next Month's Agenda

The November 1998 agenda will include a discussion of comparative health risks based on a report provided by Ms. Mann; a discussion of legal access to Federal enclaves with input from William Chan of the City Attorney's office; and the appointment of a nominating committee.

The Committee adjourned at 10:30 a.m.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: November 5, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements Approval of Minutes of October 1, 1998 Co Chair Barney Popkin	8:30 - 8:35
II.	HMUPA Report - Sue Cone	8:35 - 8:45
III.	EHMS Report - Ben Gale	8:45 - 9:00
IV.	Discussion of Legal Access to Federal Enclaves - William Chan, City Attorney's Office	9:00 - 9:15
V.	Discussion of Comparative Risk Factors - Jennifer Mann, DPH Community Health	9:15 - 9:30
VI.	Appointment of Nominating Committee	9:30 - 9:40
VII.	Discussion of and Vote to Approve Annual Report (July 1, 1997-June 30, 1998)	9:40 - 9:50
VIII.	New Business/Old Business/Next Months Agenda	9:50 - 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: November 5, 1998

Members Present:	Mark Galbo, Jerry Grey, Doug Kern, Kathryn Hyde, Donald Lapin, Matthew Lintner, Steve Medbery, Ross Tibbits. Steve Medberry, chaired this meeting.
Observers Were:	Pam Jin (EHMS), Ben Gale (EHMS), Rajiv Bhatia (EHMS), Bruce Josloff (EHMS), Alison Stewart Cocotis (City Attorney's Office), William Chan (City Attorney's Office) Jennifer Mann (SFDPH Community Health), Pearl Peller (URS Greiner, Woodward and Clyde), Richard Manser (HLA)
Members Excused:	Gary Floyd, Catania Galván, Alice Glasner, Barney Popkin, Anthony Sacco, Bill Wilson, Mark Youngkin

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

Mr. Medbery stated that there were not a sufficient number of members in attendance at this meeting to constitute a quorum. Therefore, voting on action items was deferred.

Ms. Hyde announced that she is has acquired a new position as Recycling Coordinator at the University of California at San Francisco.

- **Approval of Minutes**

  The approval of the minutes for October 1, 1998 was deferred.

II. HMUPA Report - Pam Jin

Ms. Jin reported that two positions were transferred out of the Hazardous Materials Unified Program Agency (HMUPA). One position is that of the 9924 Public Health Aide who was transferred to the Local Oversight Program (LOP) and is currently in the process of being trained. The other position is that of 6122 Senior Inspector who has been transferred to the Consumer Protection Program. Mr. Les Lum, 6122 Senior Inspector for the HMUPA will assume responsibility for the transferred inspector's district.

Ms. Jin underscored that the HMUPA has been focusing on the UST Compliance deadline on December 22. She reported that out of 309 Underground Storage Tank (UST) facilities, 190 have been issued compliance certificates. Ms. Jin noted that the majority of the facilities which are noncompliant are working towards meeting the compliance deadline. These facilities will be issued tags by HMUPA when the upgrade work is complete.

Ms. Jin reported that the first MUNI site located at Kirkland was issued compliance tags during the previous week. She also indicated that the HMUPA is in the process of drafting letters and sending letters to private businesses and City facilities reiterating the December 22nd compliance deadline and the available options.

Ms. Jin stated that HMUPA is coordinating with the District Attorney to establish a referral process for those USTs which do not meet the December compliance deadline.

Ms. Jin emphasized that revenue for the HMUPA through October is on track and that the Program is at 142% of expected revenues for the first three months of the fiscal year. In addition, HMUPA is continuing to investigate and implement efficiencies. As part of this effort Ms. Cone is developing a fee package to be submitted to the City Attorney for review by mid November.

Mr. Gale interjected that HMUPA staff operations will be maximized as the December 22nd deadline approaches and that all available staff will be utilized in the compliance inspection and tagging process.

III. EHMS Report - Ben Gale

Mr. Gale reported that, as result of an investigation by the Environmental Health Management Section (EHMS), staff has identified a site, abandoned since the early 1970s, of a large scale acid battery manufacturing facility. The discarded materials associated with this site include battery cells, battery grids, sulfuric acid, generators, etc. which were used in the full scale manufacturing of batteries. EHMS staff suspect that extensive soil and ground water contamination will be confirmed and that large scale cleanup of the site will be required.

Mr. Gale indicated that the site will likely be categorized as a State Super Fund site. He noted that State Toxics, Cal-OSHA, Bay area Air Quality Management (BAAQMD), the City Attorney's office, the District Attorney's Hazardous Materials Strike Team, and the Department of Public Health EHMS are involved in the ongoing investigation. Mr. Gale will update the Hazardous Materials Advisory Committee on the course of the investigation.

Mr. Gale announced that, based on information provided to him by the City Attorney's office, a final penalty of 3.1 million dollars against the property owner of a contaminated site in the Bayview Hunters Point area, has been stayed. Consequently, the City will be able to collect a significant portion of that penalty. Mr. Gale noted that the property owner did not contest the finding of the court.

In response to Mr. Popkin's E-mail inquiry about the installation of illegal wells, Mr. Gale requested additional information. He underscored that the EHMS Water Quality Unit and the EHMS overall, have not reported incidences of illegal well installations. However, Mr. Gale has requested that EHMS staff heighten their vigilance with regard to such activities. Mr. Medbery indicated that Mr. Popkin suggested in his E-mail that water utility costs were the driving force behind illegal installations. However, Mr. Medbery pointed out that San Francisco Water fees were relatively low compared to that of the East Bay. Consequently, there would be little incentive for illegal installations in the City.

IV. EHMS Report - Dr. Rajiv Bhatia

Dr. Bhatia reported that he has undertaken a review of the organizational structure of EHMS for the purpose of developing new strategies to optimize its efficacy. He stated that a number of inspectors have expressed the desire to be cross trained in the operations of the various programs within EHMS. Dr. Bhatia underscored that one of his primary goals is the promotion of professional training and development for all staff levels. He offered that EHMS now has in house "Haz Whopper" training which would facilitate cross training of Consumer Protection staff.

Consequently, Dr. Bhatia is exploring the feasibility and desirability of combining the operations and functions of Hazardous Materials, Hazardous Waste and Consumer Protection such that a geographical area might be served by a single multi-functional investigator. Dr. Bhatia stated that EHMS is going to convene a Task Force consisting of both staff and management, with input and participation from DPH Policy and Planning, to explore the possibilities and implications of reorganization all these lines.

Dr. Bhatia concluded by stating that some other Counties have adopted the multi-task inspector model and has asked Mr. Gale to contact these counties and to request information on their programs and policies.

V. Discussion of Legal Access to Federal Enclaves - William Chan, City Attorney's Office

Mr. Chan clarified that the Federal Government has constitutional protections which insulate it from local regulations.

Mr. Chan pointed out that, historically, Federal facilities have been resistant to complying with local regulatory requirements, since the Federal government is generally immune from local regulations, unless the immunity is waived. The City Attorney's Office has generally referred to the Resource Conservation and Recovery Act (RCRA) in its response to Federal resistance to local regulations at federal enclaves. The RCRA has a provision which provides for the application of local and state Hazardous Waste requirements on Federal Properties. As a result, the Federal government has generally responded favorably to the City's requests for compliance.

Mr. Chan reported that the City Attorney's office is currently involved in discussions with the Presidio Trust and the Coast Guard regarding the regulatory authority the City will have in the Presidio and the Coast Guard facility. Mr. Chan summarized that federal compliance with local requirements is determined on the specific factual circumstances of each case.

VI. Discussion of Comparative Risk Factors - Jennifer Mann, DPH Community Health

Ms. Mann stated that she had reviewed several comparative risk factors reports. In her presentation to the HMAC Ms. Mann referred to the executive summary of a draft report entitled "California's Comparative Risk Project." The categories of risks in all the comparative risk reports are as follows: ecological; human activities (work and agricultural practices and behaviors); and social welfare issues.

Ms. Mann underscored that in all the reports she reviewed, environmental tobacco smoke was given a high risk ranking and pesticides ranged from medium to high depending upon the category. Ms. Mann stressed that risk rankings varied across the spectrum of categories i.e. ecological, human health and social welfare.

Ms. Mann noted that there was significant dissatisfaction among the committees involved in the drafting of the report because the interest groups reflected in those committees, i.e. citizen, industry and State, did not necessarily agree with the risk rankings. As a result, the report was never finalized. Ms. Mann indicated that one of the shortcomings of the report is that it compares risk factors which are quite distinct and not easily subject to comparison.

Ms. Cocotis reminded the HMAC that data collected by the Committee must be forwarded to the Health Commission and that it is the responsibility of the Commission to prioritize environmental risks.

Dr. Bhatia reported that Mr. Bill Pease, of the Environmental Defense Fund in Oakland, has developed a website which has access to a TRI database. One of the features of the database is the ability to query and aggregate TRI release producers by a variety of parameters i.e. state, county, chemical, chemical category, risk ranking etc. In addition, the website utilizes a score card which ranks and compares selected parameters between counties in California and nationally. The address for the website is **www.edf.org.**

Dr. Bhatia informed the Committee that the California Air Resources Board (CARB) can provide source partitioning of criteria air pollutants for the Bay area through its website. The address is **www.carb.gov**.

Ms. Mann agreed to access the aforementioned websites and to provide an update on their usefulness.

Dr. Bhatia concluded that a significant role of the HMAC is to shape the priorities of the Department of Public Health in terms of resources allocated to the various environmental risks.

VII. Discussion of and Vote to Approve Annual Report (July 1, 1997 - June 30, 1998)

Ms. Hyde stated that as a result of actions taken by the HMAC there are now 2 additional phone numbers for reporting Hazardous Waste dumping as well as more descriptive language to assist citizens in reporting. Mr. Medbery agreed that this item should be included in the category of an action taken by the HMAC in the Annual Report. Ms. Hyde agreed to contact Ms. Cone to request that this action be inserted into the draft Annual Report.

Mr. Lapin suggested that the grammar of the report be reviewed and edited to enhance conciseness and reduce "boiler plating." Mr. Lapin agreed to contact Ms. Cone regarding this suggestion.

VIII. New Business/Old Business/Next Month's Agenda

Mr. Grey reported that, according to FBI statistics, there have been a total of 15 anthrax threat incidences. One threat resulted in the shut down of an FAA facility in Kansas City. On Friday, November 13th, the SFFD, SFPD, and DPH, along with local hospitals, transportation systems etc, will be participating in a full scale exercise that will simulate a terrorist chemical attack on the City.The FBI and other Federal and State agencies will also participate. $700,000 has been allocated by the Federal government to the City for purchase of equipment. According to Mr. Grey, in a recent mock up, the SFPD employed 2 robots which successfully located and analyzed a chemical agent.

Mr. Grey noted that San Francisco was one of the first of 27 Cities earmarked for this funding.

Mr. Grey underscored that this exercise will employ a systems approach involving a great deal of technical and medical expertise, commitment and the employment of high tech equipment. He noted that Mr. Richard Lee, of EHMS, has been instrumental in the preparation of DPH's participation in this event and in the purchase and distribution of equipment.

The agenda for December 3, 1998 will include a follow up discussion of comparative risk factors, approval of the October 1998 minutes, appointment of a nominating committee and discussion of and vote to approve the Annual report. The last three items were deferred due to the fact that a quorum was not present at the November meeting.

The meeting adjourned at 10:00 a.m.

City and County of San Francisco
Department of Public Health
Bureau of Environmental Health Management
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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, December 3, 1998
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements, Approval of Minutes of October 1, 1998 and November 5, 1998	8:30 - 8:35
II.	HMUPA Report - Sue Cone • Underground Storage Tank Update	8:35 - 8:45
III.	EHMS Report - Ben Gale • Asbestos clean-up • GIS Update • Disaster Training • Update - Battery Facility Clean-up	8:45 - 9:00
IV.	Discussion of Comparative Risk Factors - Jennifer Mann, DPH Community Health	9:00 - 9:15
V.	Appointment of Nominating Committee	9:15 - 9:30
VI.	Discussion of and Vote to Approve Annual Report (July 1, 1997-June 30, 1998)	9:30 - 9:45
VII.	New Business/Old Business/Next Months Agenda	9:45 - 10:00

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: December 3, 1998

Members Present:	Mark Galbo, Alice Glasner, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Ross Tibbits, Mark Youngkin. Steve Medbery, chaired this meeting.
Observers Were:	Pam Jin (EHMS), Ben Gale (EHMS), Bruce Josloff (EHMS), William Chan (City Attorney's Office), Kelly Etherington (Solid Waste Management), Marjaneh Zarrehparvar (Solid Waste Management).
Members Excused:	Gary Floyd, Catania Galván, Jerry Grey, Doug Kern, Matthew Lintner, Bill Wilson.

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

Mr. Medbery announced that Mr. Popkin has decided to no longer serve on the Hazardous Materials Advisory Committee (HMAC).

- **Approval of Minutes**

  Due to the fact that there were not a sufficient number of Committee members present to constitute a quorum, the approval of the minutes for both October 1, 1998 and November 5, 1998 were deferred to the next scheduled meeting of the Committee.

II. HMUPA Report - Pam Jin

Ms. Jin reported the Hazardous Materials Unified Program Agency (HMUPA) has tagged and issued compliance certificates for all Underground Storage Tanks (USTs) that meet the 1998 upgrade requirements. For those USTs that are not yet in compliance, the HMUPA has issued the final notice that informs UST operators of the December 22, 1998 compliance deadline and clarifies the three options available to meet upgrade requirements. The notice also underscores that UST operators who do not meet the compliance deadline will have their names turned over to the District Attorney's office for enforcement.

Ms. Jin reported that the HMUPA has applied for a ninety day extension from the State Water Resources Board that would permit UST operators to self certify that they have met the December 22nd deadline. This would allow them to receive fuel deliveries beginning January 1st, 1998. The HMUPA would then have 90 days to confirm compliance through site inspections. Subsequently, the appropriate tags and stickers would be issued.

Mr. Gale interjected that there is currently no backlog of compliant UST facilities in need of stickers and tags and that the ninety day extension only applies to USTs that have been self certified by the December 22 deadline.

III. EHMS Report - Ben Gale

- **Asbestos Clean-up**

  Mr. Gale reported that an asbestos clean-up is being conducted at a Bayview Hunters Point Property. He added that the City was recently awarded approximately three million dollars in a judgment held against the property owners for numerous violations.

  Mr. Gale explained that extensive excavation at the site related to construction activities, resulted in a substantial amount of serpentine rock dust and debris, that contains chrysotile asbestos, being uncovered and dispersed into the surrounding environment.

Mr. Gale noted that during the initial hearings regarding the serpentine issue at this site, the City was operating under the assumption that serpentine rock must still be treated as a hazardous waste. However, at these hearings the modified DTSC policy was enunciated by a representative from that agency. Mr. Gale underscored that current DTSC policy needs to be written into the State regulations in order to avoid any ambiguity in interpretation of policy by local enforcement agencies.

The responsible party has agreed, in a negotiated settlement, to handle the excavated serpentine according to the recently stated DTSC requirements. Mr. Gale anticipates the completion of abatement within the next 30 days.

Mr. Medbery proposed that a representative from DTSC be invited to speak at a future meeting of the HMAC in order to provide an update on DTSC policy.

- **GIS Update**

Mr. Gale stated that the long range goal is to incorporate Geographic Information Systems (GIS) into the EHMS data system. A small and select group of staff are currently in the process of attending GIS classes. This group represents a cross section of MIS, professional and administrative support staff. The classes range from basic to advanced depending upon the skills that will be required by specific staff. According to Mr. Gale, a major advantage associated with a GIS system is the ability to display site information using a graphical interface.

More specifically, by using map overlays, site information would be highly detailed down to the level of block/lot data. In addition, patterns regarding hazardous waste and toxic emissions could be extrapolated for a particular site or area.

Mr. Gale summarized that the software that will be used for GIS implementation will be highly compatible with software being used by other City and State agencies.

Mr. Medbery suggested that EHMS MIS staff contact Mr. George White of the DPW Office of Capital Resource Management (OCRM). He pointed out that Mr. White's office has developed and is using a highly effective GIS database.

- **Disaster Training**

Mr. Gale stated that EHMS is in the process of drafting an internal evacuation plan for its offices. The plan will have a system in place to insure that the EHMS will have a command post in place to carry out its support functions in the event of catastrophic event, such as an earthquake. The EHMS plan will be integrated into the City wide disaster plan so that its activities can be coordinated with the Office of Emergency Services at 1003 Turk Street.

- **Update - Battery Facility Clean-up**

Mr. Gale stated that the facility owner has selected an environmental consultant to assess the property. Mr. Gale will provide an update on the consultant's evaluation at the next scheduled meeting of the HMAC.

IV. Discussion of Comparative Risk Factors - Jennifer Mann, DPH Community Health

Ms. Mann provided the HMAC with several copies of the California Comparative Risk Project Summary Report. She clarified that the participants who developed the summary report were not satisfied with its conclusions and that the State has not used the report to prioritize health risks.

Ms. Mann offered that it would not be productive for the HMAC to become involved in the development of comparative risk factors for inclusion in the Annual Report, but rather that the recommendations of another environmental group might be incorporated into the Annual Report. Mr. Medbery concurred, adding that the Department of the Environment is charged with the responsibility of producing a report on the status of environmental conditions and health risks for the City. More specifically, it would not be appropriate for the HMAC to be unilaterally involved in the compiling and publishing of comparative risk factors for the City.

Ms. Mann reported that she investigated the Environmental Fund Website **(www.edf.org)** which was mentioned by Dr. Bhatia at the November meeting of the HMAC. The website uses an environmental score card. She noted that the score card functioned at the City level but, for some reason, was not accessible at the zip code level. She attributes this to a transitory technical glitch. She concluded that the Environmental Fund website is well designed and informative. Ms. Mann did not have the opportunity to review the California Air Resources Board website **(www.carb.gov).** However, she agreed to provide a review of that website at the next meeting of the HMAC.

With regard to the issue of public outreach by the HMAC, Mr. Sacco suggested that HMAC minutes be posted on the EHMS Website. Mr. Medbery and Ms. Mann concurred. Mr. Medbery stipulated that the minutes must be approved before they are posted. Mr. Gale agreed to discuss implementation of this proposal with his MIS staff.

V. Appointment of a Nominating Committee

Mr. Medbery stated that the selection of a co-chair is essential. He clarified that, due to work and time constraints, he cannot continue indefinitely as the sole chair of the HMAC. In addition, he argued that one of the two chairs should not be a City employee. Mr. Medbery proposed that this discussion be continued at the January meeting of the HMAC.

Mr. Chan clarified that under the Article 21 of the S.F. Charter there are a total of 23 seats for the HMAC. Consequently, a quorum must consist of a minimum of 12 members. There are 15 filled seats and 8 open seats. Ms. Glasner suggested that these seats be posted on the EHMS website. Mr. Medbery requested that the classifications of the open seats be included with the December minutes.

VI. Discussion of and Vote to Approve Annual Report (July 1, 1997 - June 30, 1998)

Due to the fact that a quorum was not present, the vote to approve the Annual Report was deferred until the January meeting of the HMAC. Mr.

Medbery requested that the draft Annual report be included in the mailing of the December minutes.

VII.New Business/Old Business/Next Month's Agenda

Mr. Sacco proposed that a discussion of the EHMS Website be included in the January agenda. Ms. Glassner agreed to give a brief presentation on the California Environmental Quality Act (CEQA) as it relates to Hazardous Waste provisions.

The January agenda will also include a discussion and vote on the Annual report; discussion of comparative risk factors by Ms. Mann; HMAC recruitment; and nomination of a committee co-chair.

The meeting adjourned at 9:30 a.m.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF A MEETING

Date: Thursday, January 7, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introduction, Announcements, Approval of Minutes of October 1, 1998, November 5, 1998 and December 3, 1998	8:30 - 8:35
II.	HMUPA Report - Sue Cone • Underground Storage Tank Update	8:35 - 8:45
III.	EHMS Report - Ben Gale • Asbestos clean-up • GIS Update • Disaster Training • Update - Battery Facility Clean-up	8:45 - 8:55
IV	ACTION ITEM: Vote to Approved Proposed HMUPA Fee Schedules	8:55 - 9:10
V.	Discussion of Comparative Risk Factors - Jennifer Mann, DPH Community Health	9:10 - 9:20
VI.	Presentation on California Environmental Quality Act (CEQA) - Alice Glassner	9:20 - 9:30
VII.	Commitee membership • Appointment of Nominating Committee • Committee Leadership • Recruitment for Open Seats	9:30 - 9:45
VIII.	Discussion of and Vote to Approve Annual Report (July 1, 1997-June 30, 1998)	9:45 - 9:55
IX.	New Business/Old Business/Next Months Agenda	9:55 - 10:00

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PROPOSED HMUPA FEES
JANUARY 1999

Fees in this proposal represent fee increases to be spread over a 4 year period to be implemented on July 1st of each of the next four years.

Article 21

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Sec 1176 (c)(2)(A)	$98	$112	$125	$135
Sec 1176 (c)(2)(B)	$196	$225	$250	$270

Note: Any business that is regulated under any Unified Program element will pay a $98 ($112) ($125) ($135) base fee plus fees for each program element they are regulated under. The exception to this is Minimal Quantity Generators who will pay a base fee of $49 ($56) ($63) ($68) ***(I'm not sure where this would go!)***

Chart I -- QUANTITY GROUPS

Group No.	Quantity of Liquids (Gallons)	Quantity of Solids (Pounds)	Quantity of Gases (Cubic Feet)
1	less than 55	less than 500	less than 200
2	55 --- 99	500 --- 999	200 --- 1,499
3	100 --- 499	1,000 --- 1,499	1,500 --- 2,499
4	500 --- 999	1,500 --- 1,999	2,500 --- 3,999
5	1,000 --- 1,499	2,000 --- 3,499	4,000 --- 4,999
6	1,500 --- 1,999	3,500 --- 4,999	5,000 --- 5,999
7	2,000 --- 2,749	5,000 --- 7,499	6,000 --- 6,999
8	2,750 --- 3,499	7,500 --- 9,999	7,000 --- 7,999
9	3,500 --- 4,499	10,000 --- 14,999	8,000 --- 8,999
10	4,500 --- 5,499	15,000 --- 19,999	9,000 --- 9,999
11	5,500 --- 6,499	20,000 --- 24,999	10,000 --- 12,499
12	6,500 --- 7,499	25,000 --- 29,999	12,500 --- 14,999
13	7,500 --- 8,999	30,000 --- 39,999	15,000 --- 17,499
14	9,000 --- 9,999	40,000 --- 49,999	17,500 --- 19,999
15	10,000 or greater	50,000 or greater	20,000 or greater

Chart II

TOTAL QUANTITY GROUP	YEAR 1	YEAR 2	YEAR 3	YEAR 4
0	$ 146	$ 168	$ 188	$ 211
1	$ 153	$ 176	$ 197	$ 221
2	$ 160	$ 184	$ 206	$ 231
3	$ 174	$ 200	$ 224	$ 251
4	$ 209	$ 240	$ 268	$ 300
5	$ 237	$ 272	$ 304	$ 340
6	$ 265	$ 304	$ 340	$ 381

7	$ 293	$ 336	$ 376	$ 421
8	$ 321	$ 369	$ 413	$ 463
9	$ 349	$ 401	$ 449	$ 503
10	$ 377	$ 433	$ 484	$ 542
11	$ 419	$ 481	$ 538	$ 603
12	$ 461	$ 530	$ 593	$ 664
13	$ 503	$ 578	$ 647	$ 725
14	$ 545	$ 626	$ 701	$ 785
15	$ 587	$ 675	$ 756	$ 847
16	$ 629	$ 723	$ 809	$ 906
17	$ 671	$ 771	$ 863	$ 967
18	$ 713	$ 819	$ 917	$ 1027
19	$ 755	$ 868	$ 972	$ 1089
20	$ 804	$ 924	$ 1034	$ 1158
21	$ 853	$ 980	$ 1097	$ 1229
22	$ 902	$ 1037	$ 1161	$ 1300
23	$ 951	$ 1093	$ 1224	$ 1371
24	$ 1000	$ 1150	$ 1288	$ 1443
25	$ 1049	$ 1206	$ 1350	$ 1512
26	$ 1098	$ 1262	$ 1413	$ 1583
27	$ 1147	$ 1319	$ 1477	$ 1654
28	$ 1203	$ 1383	$ 1548	$ 1734
29	$ 1259	$ 1447	$ 1620	$ 1814
30	$ 1315	$ 1512	$ 1693	$ 1896
31	$ 1371	$ 1576	$ 1765	$ 1977
32	$ 1427	$ 1641	$ 1837	$ 2057
33	$ 1483	$ 1705	$ 1909	$ 2138
34	$ 1539	$ 1769	$ 1981	$ 2219
35	$ 1595	$ 1834	$ 2054	$ 2300
36	$ 1651	$ 1898	$ 2125	$ 2380
37	$ 1707	$ 1963	$ 2198	$ 2462
38	$ 1763	$ 2027	$ 2270	$ 2542
39	$ 1805	$ 2075	$ 2324	$ 2603
40	$ 1847	$ 2124	$ 2378	$ 2663
41	$ 1889	$ 2172	$ 2432	$ 2724
42	$ 1931	$ 2220	$ 2485	$ 2793
43	$ 1959	$ 2252	$ 2522	$ 2825
44	$ 1987	$ 2285	$ 2559	$ 2866
45	$ 2015	$ 2317	$ 2595	$ 2906

Sec 1176 (d)

A person required to obtain a UST permit shall pay an annual fee of $98 ($112) ($125) ($135) for each UST.

Sec 1176 (e)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Application fee for UST repair, modification, removal or closure approval and up to three hours field inspection, per site	$ 517	$ 573	$ 625	$ 685

Inspection fee for Fire Department inspection exceeding three hours for UST repair, modification, removal, or closure, per hour	$ 62.50	$ 62.50	$ 62.50	$ 62.50
Field inspection fee, per hour (business hours)	$ 98	$ 112	$ 125	$ 140
Field inspection fee, per hour (Sat., Sun., evenings)	$ 147	$ 168	$ 187.50	$ $210
Permit review by Department of City Planning	$ 46	$ 53	$ 59	$ 66
Fire Department field inspection for permit issuance or renewal when not required by Fire Code, per hour	$ 62.50	$ 62.50	$ 62.50	$ 62.50
Closure plan processing fee and up to three hours of plan review	$ 294	$ 338	$ 379	$ 424
Closure plan review exceeding three hours, per hour	$ 98	$ 112	$ 125	$ 140
Consultation fee, per hour	$ 98	$ 112	$ 125	$ 140
Director's Hearing pursuant to Sections 1137(a) (3), (4), (5), (7).	$ 144	166	185	208

Sec 1176 (f)

Site investigation (maximum)	$ 587	$ 675	$ 755	$ 846
Failure to timely obtain a Certificate of Registration, or obtain a ust permit, unless otherwise provided in this section	$ 242	$ 278	$ 311	$ 348
Failure to timely register a temporary storage facility	$ 98	$ 112	$ 125	$ 135
Failure to obtain approval to modify, repair, close or remove an UST.	$ 587	$ 675	$ 755	$ 846
Failure to schedule a site inspection prior to the modification, repair, closure or removal of an UST.	$ 294	$ 338	$ 379	$ 424

Article 21A

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Sec 1191 (a)(1)(A)	$685	$788	$882	$988
Sec 1191 (a)(1)(B)	$4025	$4629	$5184	$5806
Sec 1191 (a)(2)(A)	$98	$112	$125	$140
Sec 1191 (a)(2)(B)	$196	$224	$250	$280

Article 22
Section 1204

CHART I

hazardous waste generator fees				
hw quantity generated/Year	**YEAR 1**	**YEAR 2**	**YEAR 3**	**YEAR 4**
Minimal Quantity Generator	$0	$0	$0	$0
> 0 - .5 TONS, other than MQG	$176	$202	$226	$253
5-25 TONS	$356	$409	$458	$527
25-50 TONS	$511	$587	$657	$736
50-250 TONS	$715	$822	$920	$1056
250-500 TONS	$1016	$1168	$1308	$1465
500-1000 TONS	$1422	$1635	$1831	$2051
1000-2000 TONS	$2062	$2371	$2655	$2974
2000+ TONS	$2887	$3320	$3718	$4164

Section 1204(c)

TIERED PERMITTING FEE	YEAR 1	YEAR 2	YEAR 3	YEAR 4
PBR	$399	$458	$512	$574
CA	$122	$140	$156	$175
CE	$64	$73	$81	$91

HAZARDOUS MATERIALS ADVISORY COMMITTEE

January 7, 1999

The Minutes of this meeting are missing.

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DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, February 4, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements, Approval of Minutes of January 7, 1999	8:30 - 8:35
II.	HMUPA Report - Sue Cone • Underground Storage Tank Enforcement Update • HMUPA Fee proposal update	8:35 - 8:45
III.	EHMS Report - Ben Gale • GIS Update	8:45 - 9:00
IV.	**ACTION ITEM**: Approval of Resolution Supporting DPH Enforcement Efforts for Non-Compliant Underground Storage Tank Owners	9:00 - 9:30
V.	Discussion and prioritization of Risk Factor categories and issues for incorporation into website	
VI.	Committee membership • Appointment of Nominating Committee • Committee Leadership • Recruitment for Open Seats	9:30 - 9:45
VII.	New Business/Old Business/Next Months Agenda • Tour of City Hall and the Mint	9:45 - 10:00

Hazardous Materials
Unified Program Agency
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San Francisco, CA 94102

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: February 4, 1999

Members Present: Mark Galbo, Doug Kern, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Ross Tibbits. The meeting was chaired by Mr. Medbery.

Observers Were: Sue Cone, Bruce Josloff (EHMS), Alison Stewart Cocotis (City Attorney's Office), Russel Morin (Sanitary Fill Co.), Kelley Etherington (Solid Waste Management)

Members Excused: Gary Floyd, Alice Glasner, Jerry Grey, Kathryn Hyde.

Members Absent: Catania Galvan, Mark Youngkin, Bill Wilson.

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

- **Approval of Minutes of January 7, 1999**

  Due to the fact that there were an insufficient number of members present for this meeting, the approval of the minutes was deferred to the next scheduled meeting of the Hazardous Materials Advisory Committee (HMAC).

Phone (415) 252-3800
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II. HMUPA Report - Sue Cone

- **Underground Storage Tank Enforcement Update**

Ms. Cone reported that that thirty-seven Underground Storage Tank (UST) sites did not meet the 12/22/98 deadline. These sites were divided into three categories as follows: Category A (no effort at compliance; Category B (had submitted an application for modification, closure or removal but had not met the 12/22/98 deadline), and Category C (had completed modification, closure or removal after 12/22/98 and before 1/22/99.) For Category C the Hazardous Materials Unified Program Agency (HMUPA) has offered settlement agreements. Penalties for non compliance will be based on the number of days the site was out of compliance. Fines will range from $260 to $5,000 per day for these sites, up to 30 days.

Ms. Cone indicated that Categories A and B will be subject to administrative penalties for a minimum of $500 per day for each day out of compliance.

Ms. Cone anticipates negative feedback from UST owners who are subject to the fines and penalties. She clarified that UST owners have had ten years to comply and that the vast majority of UST owners have spent considerable money to reach compliance. Consequently, Ms. Cone underscored that it is fair and equitable to seek fines and penalties from non compliant businesses. Ms. Cone asked the HMAC to support the HMUPA in its efforts to levy these fines. She referred to the Hazardous Materials Advisory Committee Resolution which endorses DPH Enforcement Efforts against non-Compliant UST Owners/operators.

- **HMUPA Fee Proposal Update**

Ms. Cone stated that she recently received the legislative digest from the City Attorney's Office. The fee proposal is ready to be forwarded to DPH Executive Staff. She anticipates that the proposal will be considered before the Health Commission at their second meeting in February.

III. EHMS Report – Sue Cone

- **Update on Former Battery Manufacturing Facility @ 1 Arkansas**

  Ms. Cone reported that the all the parties responsible for cleanup of the lead contaminated site, including past and current property owners, tenants and the battery company, have agreed to act as a cohesive unit in assuming responsibility for the clean up of the site.

IV. ACTION ITEM: Approval of Resolution Supporting DPH Enforcement Efforts for Non-Compliant Underground Storage Tank Owners

There were not enough members present to constitute a quorum. Consequently, approval of the resolution was deferred to the next scheduled meeting of the HMAC.

V. Discussion and Prioritization of Topics to include in the HMAC Website

By way of facilitating this discussion, Mr. Lapin prepared index cards, each of which represents a topic or component for the proposed Website, and offered them to the HMAC for discussion. He provided blank index cards and encouraged members to write down their own suggestions for additional topics and to flesh out these topics for discussion and review at the next scheduled meeting of the HMAC. There was consensus from the HMAC that this method would best facilitate development and organization of the proposed website.

Ms. Mann underscored that data on Hazardous Materials Storage and Underground Tank Storage, by zip code, should be available on the HMAC Web Site.

Mr. Medbery emphasized that the topics being considered for incorporation must fall within the authority given to the HMAC as an advisory body.

Mr. Lapin noted that the topics fall, essentially, into the broad categories of committee functions and environmental issues. He qualified that, with regard to environmental issues, certain topics could be accessed through links to other department Web Sites. The following table contains the topics that he and the other committee members have proposed for discussion.

COMMITTEE FUNCTIONS (Procedural)	ENVIRONMENTAL ISSUES	ENVIRONMENTAL ISSUES
Licensing/Permitting	Definition of Hazardous Materials	Hazardous Materials disposal
Feedback to the HMAC/DPH	Building Permits/Zoning (CEQA)	Storage Tanks
Annual Report	Eco-terrorism	Community Issues/Investigations (D. Kern)
Meeting Minutes	Pesticide Use	Information on Hazardous Materials and USTs by zip code (J. Mann)
Contact HMAC members (e-mail)	Air quality	Mortality rates based on Risk factors (J. Mann)
FAQ (Frequently Asked Questions)	Environmental Health (San Francisco)	
Mission Statement	Smoking	
Current Activities of HMAC	Restaurant safety	
Web design Update/Maintenance	Presidio issues (D. Kern)	
Speakers invited by HMAC	Lead Paint	
Open slots on the HMAC	Drinking Water purity	
HMAC work on City Ordinances	Soil Contamination	

Ms. Cocotis underscored that the proposed web page must be developed under the auspices of the EHS (Environmental Health Section) and be linked to the EHS website. In addition, the information being offered in the website must be in agreement with the policies and perspective of the Department of Public Health (DPH).

Ms. Cone provided the HMAC with the Web address for the HMAC. The address, which can also be accessed through Environmental Health Section Website, is as follows:

www.nettop.com/sfeh/hm/haz_mat_committee.htm

The Web address for the Environmental Health Section is as follows:

www.nettop.com/sfeh/hm/index.htm

Mr. Medbery stressed that the HMAC should focus on the core topics that fall within the purview of the HMAC and the DPH, before considering those topics which require links to outside agencies. He proposed that the language of the information should be clear, succinct, and devoid of jargon. Mr. Kern suggested that an index of terminology could be included. Mr. Medbery emphasized that the community should have the ability, through email, to contact the HMAC so that the latter could be kept informed about the community's concerns and issues.

VI. Committee membership

- **Recruitment for Open Seats**

Ms. Cone confirmed that there are six open seats. They include Public Interest, Environmental Organization, Industry, Labor, Neighborhood and Health Educator.

Ms. Mann offered that more people would be interested in serving on the HMAC if its powers were more clearly defined. Ms. Cocotis suggested that the Hazardous Materials Ordinance could be revised so as to give the HMAC more clearly defined powers and also to reduce the required number of seats. Mr. Lapin stated that by reducing the number of seats there would be a significant increase in the number of meetings consisting of a quorum.

Mr. Sacco agreed to speak with Mr. Walter Johnson, Secretary of the San Francisco Labor Council, to request a nominee for labor representative to the HMAC. Mr. Sacco will also canvass the Coalition of Sensible Neighborhoods for possible nominees. Mr. Medbery suggested that the HMAC send a letter to the Chamber of Commerce to request a nominee from industry.

Mr. Kern suggested that the HMAC review its current role with an eye to either disbanding or redefining its goals and responsibilities. Ms. Cone responded that the role of the HMAC, as defined in the Hazardous Materials Ordinance, is sufficiently broad enough to justify its continuance as a advisory body to the HMUPA. She underscored that the HMAC is very helpful in assisting HMUPA in acquiring needed resources.

- **Committee Leadership**

Mr. Medbery stated that, because he is a representative from a City Department (PUC), he has certain misgivings about being the sole chair of the HMAC. More specifically, he stated that there could be instances where there would be a conflict of interest between his role as committee chair and his role in PUC that would prevent him from conducting the business of the chair. He underscored the need for a non-city member to share leadership on the HMAC. Mr. Kern placed his own name in nomination as co-chair. Because there was no quorum the vote to nominate and approve Mr. Kern as co-chair was deferred to the next scheduled meeting of the HMAC.

VII. New Business/Old Business/Next Months Agenda

- **Tour of City Hall and the Mint**

Mr. Sacco proposed that a future meeting of the HMAC be held at a conference room at City Hall. This would give the HMAC the opportunity to invite one or more Supervisors to attend. He added that Supervisor Bierman, who has a strong interest in environmental issues, would likely attend. Ms. Cocotis interjected that twenty one days are required to notify the public of a change in meeting venues. Ms. Cone responded that, given this time line, it would be more feasible to conduct the HMAC meeting at City Hall in April.

Ms. Cocotis clarified that a tour of the Mint requires public notification. She will report back to the HMAC on this requirement at its next scheduled meeting.

Mr. Medbery suggested that next month's agenda focus primarily upon the continued discussion and prioritization of topics to be incorporated into the HMAC web site and to vote on the nomination of Mr. Kern as co-chair.

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Department of Public Health
Bureau of Environmental Health Management
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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, March 4, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements, Approval of Minutes of 1/7/99 and 2/4/99	8:30 - 8:35
II.	HMUPA Report - Sue Cone • Underground Storage Tank Enforcement Update • HMUPA Fee proposal update • CUPA Conference	8:35 - 8:45
III.	EHMS Report - Ben Gale • 1 Arkansas • Strategic Plan • Smoking Patrol	8:45 - 9:00
IV.	**ACTION ITEM**: Approval of Resolution Supporting DPH Enforcement Efforts for Non-Compliant Underground Storage Tank Owners	9:00 – 9:05
V.	Discussion and prioritization of Topics/Categories for incorporation into HMAC website	9:05 – 9:30
VI.	Committee membership • Appointment of Nominating Committee • Committee Leadership-Nomination and Vote on Mr. Kern as Co-chair • Recruitment for Open Seats	9:30 - 9:45
VII.	New Business/Old Business/Next Months Agenda	9:45 - 10:00

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date:March 4, 1999

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Members Present: Mark Galbo, Catania Galvan, Alice Glasner, Doug Kern, Donald Lapin, Steve Medbery, Anthony Sacco, Ross Tibbits. The meeting was chaired by Mr. Medbery.

Observers Were: Ben Gale, Sue Cone, Bruce Josloff (EHMS), Alison Stewart Cocotis (City Attorney's Office), Jose Gomez (Sanitary Fill Co.) Karen Strandoo (Solid Waste Management CCSF), Steve Smykowski (Environmental Organization).

Members Excused: Jerry Grey

Members Absent: Gary Floyd, Kathryn Hyde, Matthew Lintner, Jennifer Mann, Mark Youngkin

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

- **Approval of Minutes of 1/7/99 and 2/4/99**

For the record, corrections were offered to the minutes of 1/7/99 and 2/4/99, although there were an insufficient number of members present to constitute a quorum and approve those minutes.

Ms. Galvin clarified that she was "excused" from the 2/4/99 meeting.

Ms. Glasner made the following corrections to the minutes of 1/7/99. On **page 7**. In **Paragraph 1**, the first sentence should read "…Environmental Impact Reports (EIRs) and **other environmental documents.** In **Paragraph 3,** the last sentence should read "…plants, new parks and off site projects in watersheds **and right-of-ways under jurisdiction of San Francisco.** In **Paragraph 4,** the last sentence should read "…is also exempt, **if it doesn't increase occupancy by 30 or more people.** In paragraph 6 the last sentence should read **"…as well as contaminants from abandoned Industrial Sites.**

With regard to the minutes of 2/4/99, Mr. Sacco clarified that **on page 5, paragraph 3, the 2nd** sentence should read "Mr. Sacco will also canvass the **Coalition of San Francisco Neighborhoods** for possible nominees."

Due to the fact that there were an insufficient number of members present for this meeting, the approval of the minutes was deferred to the next scheduled meeting of the Hazardous Materials Advisory Committee (HMAC).

- **Announcements**

Ms. Strandoo announced that she is resigning from her position with Solid Waste Management and taking a position in Suffix County, England. She underscored that the HMAC has been an invaluable to the City 's Solid Waste Management Program.

II. HMUPA Report – Sue Cone

- **Underground Storage Tank Enforcement Update**

Ms. Cone reported that the Hazardous Materials Unified Program Agency staff (HMUPA) have been working closely with the City Attorney's Office to develop an equitable enforcement strategy for non-compliant underground storage tanks (USTs). As a result, a deferred enforcement policy has been created. Specifically, for those businesses which were out of compliance for a total of sixty eight days, enforcement actions will be taken and penalties will be sought. Businesses which were out of compliance for less than sixty eight days will not have punitive measures imposed.

Eleven sites fell into the enforcement category and were sent letters by the City Attorney's office. The letter offers a settlement in the amount of $34,000 which calculates to $500 per day for the sixty eight days the site was out of compliance. The letter requires that the business owner/operator contact the HMUPA and to submit a work plan. In summary, if the business agrees to the settlement and submits a work plan, there will no additional enforcement actions.

- **CUPA Conference**

Ms. Cone reported that in February she attended a week long Certified Unified Program Agency (CUPA) conference in southern California. She noted that this was the first annual CUPA seminar. The first day of the conference offered classes in a variety of fields such as Occupational Health and Safety Update, Weapons of Mass Destruction, Internet Access on Environmental Issues etc. The rest of the conference offered concurrent sessions on a variety of topics.

Ms. Cone emphasized that the conference was very instrumental in providing a forum for representatives from all the States CUPAs to meet, discuss and compare Program issues and objectives. Ms. Cone reported that the next annual CUPA conference will be held in February 2000 in San Francisco and will be expanded to include representatives from regulated businesses.

III. EHMS Report – Ben Gale

- **Update on Former Battery Manufacturing Facility at 1 Arkansas**

Mr. Gale clarified that the 1 Arkansas site was originally the site of a battery manufacturing facility and that this fact was revealed in the process of changing ownership. The waste from battery manufacturing process, spanning over 40 years, had remained dormant under the facility for several decades.

Mr. Gale reported that all of the responsible parties have been identified through the combined efforts of the City Attorney's Office and the Environmental Health Section. All of the responsible parties, including past and current property owners and tenants have agreed to act as a cohesive unit in assuming responsibility for the clean up of the site.

Mr. Gale summarized that a remediation plan will be developed and a reputable contractor will be hired to mitigate the waste at the site.

- **Strategic Planning**

Mr. Gale clarified that the Strategic Planning Committee, which is a task force consisting of approximately eleven employees representing the various professional and administrative classifications, has been meeting on a regular basis. The Committee is reviewing the status quo of the Environmental Health Section, examining other organizations, and attempting to determine if more efficient and effective means can be determined and developed to deliver services.

Areas that are being examined include cross training, computerization, career development etc. As part of this effort, a survey was recently conducted to canvass the views and suggestions of all of the employees of the Environmental Health Section.

- **Smoking Patrol**

Mr. Gale reported that as a result of the combined efforts of the Mayor's office, the San Francisco Police Department, and the Department of Public Health, enforcement of the Smoking Ordinance in "stand alone" bars has become significantly more aggressive.

An evening patrol or team consisting of two police officers and two Environmental Health Inspectors has been going through every SFPD precinct to investigate and issue citations based upon citizen complaints.

Mr. Gale stated that, overall, the SFPD was very cooperative in conducting the investigations. He added that the attitude from bar owners and patrons receiving citations varied from compliant to hostile.

Mr. Gale clarified that, as determined by the Board of Supervisors, the DPH is charged with issuing citations to owners and managers and The SFPD is charged with issuing citations to patrons.

Mr. Gale reported that between the SFPD and the DPH approximately 50 citations have been issued of which 43 were for patrons and 7 were for owners and managers.

In response to question from Mr. Medbery, Mr. Gale clarified that the responsibility of the owner/manager is limited to both posting a "No Smoking Sign" and to advising patrons who are smoking that they are in violation of the Smoking Ordnance. If the patron who is smoking states that he/she has not been advised about the Ordinance, the owner or manager will be cited. On the other hand, if the patron indicates that he/she has been advised, the patron will be cited.

In response to a question from Mr. Lapin, Mr. Gale qualified that private gatherings, by invitation only, are exempted from the Ordinance with the provision that the gathering is held in an enclosed room, separated from public right of way.

Mr. Gale indicated that an initial citation amounts to approximately $77.00 in addition to administrative costs and that the City Attorney is considering progressive increases for additional citations.

Mr. Gale concluded that the evening patrols will continue, with slightly less frequency. He summarized that the patrols have, thus far, been highly successful in enforcing the Smoking Ordinance.

IV. ACTION ITEM: Approval of Resolution Supporting DPH Enforcement Efforts for Non-Compliant Underground Storage Tank Owners

Mr. Medbery asked Ms. Cone to adjust the compliance percentage in the resolution to reflect current statistics. Ms. Cone concurred. It was agreed that the revised Resolution would be attached to the March 1999 minutes for consideration by Committee members.

V. Discussion and Prioritization of Topics to include in the HMAC Website

Ms. Strandoo proposed the approach of having a Web Designer download information and establish links as the Web Page develops, as opposed to organizing the web page from the start. Mr. Lapin suggested the use of icons whose symbols would refer to specific topics i.e. lead paint, smoking etc. He also suggested that the web site offer a feature story on a particular environmental issue, which would change every few months.

Ms. Galvan and Mr. Tibbits offered to research lead paint issues and Mr. Kern offered to research Presidio issues for inclusion in the web site.

In referring to the table on page 4 of the 2/4/99 minutes, Ms. Glasner affirmed that the web site should contain core topics that are specifically within the purview of the HMAC and otherwise provide links to other resources. Mr. Medbery concurred with Ms. Glasner.

Mr. Medbery agreed that a consensus should be reached on these core topics. Once such a consensus is reached, the Web Designer liaison should be invited to an HMAC meeting to discuss implementation of the web site. The web site could then be further developed and expanded as additional consensus on topics and links develop.

Ms. Galvan proposed to bring her lap top to the next scheduled meeting of the HMAC so as to permit the HMAC members to review the format and content of a variety of environmental and agency web sites already on the Internet. She underscored that the HMAC web site should not be duplicative and that the interface should be "fun" and user friendly. She suggested a graphical interface and virtual environments.

VI. Committee membership

- **Recruitment for Open Seats**

The HMAC approached the problem of not having sufficient members participating at any one meeting to constitute a quorum. In response to a question from Mr. Lapin Ms. Cone clarified that in order to reduce the number of seats on the Committee, and therefore to achieve a quorum, the Hazardous Materials Ordinance would need to be amended.

Mr. Medbery pointed out that a proposal placed before the Board of Supervisors to eliminate currently appointed seats would meet with some political resistance. Mr. Lapin proposed that, as an alternative, the open seats could be eliminated. Ms. Cocotis interjected that open seats which have more than one representative might be considered for elimination.

In response to a question from Mr. Lapin Ms. Cocotis agreed to investigate whether a member can send a representative in their stead to conduct the business of the HMAC.

Ms. Cocotis clarified that a quorum, as defined by the City Charter, must constitute more than 50% of open and appointed seats and that short of amending the Charter, an amendment to the provision of the Hazardous Materials Ordinance, which defines the number of members appointed to the HMAC, would be far more practical.

In referring to the HMAC membership list Ms. Cone clarified that the vacant slot entitled "Environmental Industry" is mislabeled and that the seat is actually "Industry. She also noted that Mr. Kern's seat is mislabeled and should be entitled Environmental Organization.

Mr. Medbery reminded the HMAC members that Mr. Steve Smykowski who is in attendance as an observer for this meeting is awaiting appointment as a representative of an Environmental Organization to the HMAC. Mr. Smykowski is associated with a variety of Environmental groups including the Sierra Club.

Mr. Medbery summarized that the HMAC members can either encourage appointed members to attend meetings and/or move to have the vacant slots filled.

Mr. Sacco agreed to canvass for both Labor and Neighborhood Organization representatives to fill those respective slots. Ms. Cone agreed to put out a flyer to various industries regulated by the HMUPA requesting participation on the HMAC. Mr. Gale requested that Ms. Cone contact Ms. Ginger Smyly, Health Educator with DPH, for a list of Health Educator Associations that could be notified about the open Health Educator slot. Ms. Cone concurred.

VII. New Business/Old Business/Next Months Agenda

- **Tour of City Hall and the Mint**

With regard to the proposed tour of the Mint, Ms. Cocotis stated that this would constitute a meeting of the HMAC. Consequently, the public must be notified 15 days in advance of the tour. The tour must be accessible to the public and there cannot be any associated admission fees.

Mr. Medbery suggested that the a HMAC meeting at City Hall would be a more viable alternative and that this should be pursued first. Ms. Cocotis reminded the HMAC that the public must be notified 15 days in advance of the change of venue for this meeting.

Ms. Galvan requested that the minutes by emailed to Committee members. Mr. Josloff concurred. Ms. Cocotis reminded the HMAC that approval of the minutes must be performed as an action item on the Committee's agenda and not prior to an actual meeting.

- **Next Months Agenda**

The Committee will continue to discuss development of a Web site and issues surrounding HMAC membership and participation.

The meeting adjourned at 10:20 a.m.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT

Hazardous Materials Advisory Committee
RESOLUTION

Endorsement of DPH Enforcement Efforts against non-Compliant Underground Storage Tank Owners/Operators

WHEREAS, December 22, 1998 was the deadline for underground storage tank (UST) owners and/or owners to have upgraded their tanks to meet requirements established by the U.S. environmental Protection Agency in 1988; and

WHEREAS, Title 23 of the California Code of Regulations allows local administering agencies take appropriate enforcement action against non-compliant UST owners and/or operators including administrative civil penalties of up to $5000 per day per violation; and

WHEREAS, 11 UST sites in the City remained out of compliance by March 1, 1999; and

WHEREAS, the overwhelming majority of UST owners and/or operators in the City took appropriate action and expended a great deal of resources to assure timely compliance with the upgrade deadline; therefore

BE IT RESOLVED THAT the Hazardous Materials Advisory Committee endorses enforcement efforts by the Hazardous Materials Unified Program Agency to impose fair and equitable punitive measures against non-compliant tank owners and/or operators; and

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT

BE IT FURTHER RESOLVED THAT the Hazardous Materials Advisory Committee encourages the Hazardous Materials Unified Program Agency to work with the staff of the City Attorney's Office and/or district Attorney's Office to establish timely enforcement strategy for non-compliant underground storage tank owners and/or operators.

Hazardous Materials Advisory Committee Chair

Date

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, April 1, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements, Approval of Minutes of 1/7/99, 2/4/99 and 3/4/99	8:30 - 8:35
II.	HMUPA Report - Sue Cone • Underground Storage Tank Enforcement Update	8:35 - 8:45
III.	EHMS Report - Ben Gale • 1 Arkansas • 1301 Yosemite	8:45 - 9:00
IV.	**ACTION ITEM**: Approval of Resolution Supporting DPH Enforcement Efforts for Non-Compliant Underground Storage Tank Owners	9:00 – 9:05
V.	Discussion and prioritization of Topics/Categories for incorporation into HMAC website	9:05 – 9:30
VI.	Committee membership • Appointment of Nominating Committee • Committee Leadership-Nomination and Vote on Mr. Kern as Co-chair • Recruitment for Open Seats	9:30 - 9:45
VII.	New Business/Old Business/Next Months Agenda	9:45 - 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
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Director of Health
Ben Gale, Director

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: April 1, 1999

Members Present:	Mark Galbo, Catania Galvan, Alice Glasner, Kathryn Hyde, Doug Kern, Donald Lapin, Mathew Lintner, Jennifer Mann, Steve Medbery, Anthony Sacco, Ross Tibbits, Mark Youngkin, Steve Smykowski. The meeting was chaired by Mr. Kern.
Observers Were:	Ben Gale, Sue Cone, Bruce Josloff (EHMS), Alison Stewart Cocotis (City Attorney's Office), Jose Gomez (Sanitary Fill Co.), Paul Fresina (CCSF-Solid Waste), Nia Crowder (DPH-Cancer Epidemiology).
Members Excused:	Jerry Grey
Members Absent:	Gary Floyd

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

- **Approval of Minutes of 1/7/99, 2/4/99 and 3/4/99**

The minutes for the last three months were approved unanimously.

II. HMUPA Report – Sue Cone

- **Underground Storage Tank Enforcement Update**

Ms. Cone reported that a settlement agreement was sent by the City Attorney's office to the eleven UST (Underground Storage Tank) owners/operators that were out of compliance as of March 1, 1999. The settlement amount per facility is approximately $34, 000. The eleven owner/operators of these facilities subsequently contacted the HMUPA (Hazardous Materials Unified Program Agency) and met with agency representatives to discuss mitigating factors which resulted in non compliance of their USTs.

As a result of follow up inspections conducted by HMUPA the final settlement offers ranged from $6000 to $30,000 depending upon the degree and severity mitigating factors. For those owner/operators who do not accept the settlement agreements the next phase will include the imposition of civil penalties.

- **Other Business**

Ms. Cone sent a letter to Joni Blanchard, Secretary to the Board of Supervisors Rules Committee that clarifies the current status of the HMAC membership and clarifies the categories of open seats.

The HMUPA has drafted a flyer which they will distribute to all regulated businesses. The flyer invites interested owner/operators to consider filling one of two seats on the HMAC to represent the regulated business community.

Ms. Cone announced that the Health Commission will vote on approval of the HMUPA fee schedule on Tuesday, August 6th.

III. EHMS Report – Ben Gale

- **Update on Former Battery Manufacturing Facility at 1 Arkansas**

Mr. Gale summarized that the Former Battery Manufacturing plant at 1 Arkansas was identified, through a public complaint, as having a significant level of contamination in a large crawlspace under the facility's foundation. The facility was engaged, in the 1930s and 1940s, in the manufacture of lead acid batteries. Over the last half century numerous parties have owned or have been tenants of this site. Mr. Gale indicated that in the last several months all the responsible parties have developed a consensus on clean up of the site and that this process will commence during the first week of April.

Mr. Gale clarified that the clean up process will be fairly extensive, and will involve community notification, relocation of tenants, excavation, etc. and will be conducted over approximately 2 weeks. He does not anticipate degradation to the environment or significant disruption to the surrounding community. Mr. Gale stated that this effort is being coordinated with State and local agencies to assure that all appropriate precautions are implemented during the mitigation of the contaminated materials.

- **1301 Yosemite**

Mr. Gale summarized that a debris box firm, that operated without a business license or hauler's permit had been stock piling large quantities of debris material at a number of vacant lots throughout the City and that the company was finally linked to an enormous mound of contaminated materials which the firm was off loading at 1301 Yosemite Street. The mound consisted primarily of serpentine rock (naturally occurring asbestos) and a lessor amount of asbestos containing building materials. The mound was approximately 40 feet high and had the circumference of a football field.

Mr. Gale reported that, as a result of actions taken by the DPH in conjunction with the City Attorney's Office, the firm hired a contractor to legally dispose of the material to the appropriate landfill. He qualified that the removal of this material has vastly improved the quality of life for the surrounding community.

IV. ACTION ITEM: Approval of Resolution Supporting DPH Enforcement Efforts for Non-Compliant Underground Storage Tank Owners. (Motion approved by Mr. Sacco, seconded by Ms. Galvan and approved unanimously.)

Discussion

In response to a question from Mr. Sacco, Ms. Cone explained that the term "timely enforcement" applies to the current phase of enforcement with regard to timelines for response to the settlement agreements and the subsequent administrative process involving civil penalties. Those UST Owner/Operators who appeal the settlement agreements will appeal to a variety of bodies including the City Attorney' Office, the Health Commission, the Board of Supervisors and the Mayor's Office. Therefore, Ms. Cone emphasized that support for enforcement by the HMAC, in the form of the resolution will be very important.

Ms. Glasner corrected the first paragraph of the resolution to read "**...owners and /or operators....**"

V. Discussion and Prioritization of Topics to include in the HMAC Website

Ms. Galvan has bookmarked several environmental websites that could provide useful ideas for the development of the HMAC website. She will email the website addresses to Ms. Cone who will, in turn, have her secretary email the addresses to HMAC members. In addition, Ms. Galvan will bring her lap top computer to the next scheduled meeting of the HMAC in order to demonstrate these websites.

VI. Committee membership

- **Committee Leadership-Nomination of Mr. Kern as Co-Chair.**

ACTION ITEM: Nomination of Mr. Kern as Co-Chair. (Nomination by Mr. Medbery, seconded by Ms. Galvan and approved unanimously)

- **Term Expirations**

Ms. Galvan noted that five seats, including her own, will expire in July 1999. Ms. Cone that the members, whose terms are about to expire, will need to fill out an application. These applications can then be forwarded to the EHS which will route them to the Rules Committee.

VII. New Business/Old Business/Next Months Agenda

- **New Business**

Mr. Kern suggested that the HMAC might begin to focus on emergent topics such as disaster response plans related to terrorism and accidental hazardous chemical releases. Mr. Kern stated that his reading of the Hazardous Materials Ordinance suggests that the HMAC can address issues of emergency preparedness in an advisory capacity.

Mr. Gale interjected that the EHS (Environmental Health Section) is trained in emergency response and that Mr. Richard Lee, of the EHS Special Projects Program, is involved in Emergency Response planning for a variety of contingencies.

Ms. Mann inquired as to whether the City has any form of emergency warning system in place for San Francisco's civilian population in the event of chemical releases resulting from accidents, environmental terrorism or earthquakes. Mr.

Gale responded that, based on his understanding, there is no substantial warning system in place. Ms. Mann proposed that the HMAC begin to focus on emergency preparedness.

Mr. Medbery proposed that Mr. Lee be invited to address emergency response planning at a future meeting of the HMAC. Mr. Gale agreed to schedule Mr. Lee to address the Committee as soon as the latter's schedule permits. Mr.Gale also proposed inviting both a representative from the Office of Emergency Services and a representative from Industry (i.e. P.G.& E) to discuss their emergency response plans and procedures.

- **Next Months Agenda**

Ms. Cocotis will arrange to have the City Attorney, who specializes in the "Sunshine Ordinance", address the HMAC at its next scheduled meeting.

Ms. Galvan will provide a demonstration of several environmental websites.

The meeting adjourned at 10:00 a.m.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M D
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, May 6, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introduction, Announcements, Approval of Minutes of 4/1/99	8:30 - 8:35
II.	HMUPA Report - Sue Cone • Underground Storage Tank Enforcement Update • New Ordinance Amendment Status • Recent Personnel Changes in HMUPA/LOP	8:35 - 8:45
III.	EHMS Report - Ben Gale • 1 Arkansas • San Francisco	8:45 - 9:00
IV.	Discussion on development of HMAC website to include demonstration of environmental websites by Catania Galvan	9:00 – 9:30
V.	Clarification and Discussion of the provisions of the "Sunshine Ordinance"-Amy Ackerman of the City Attorney's Office	9:30 – 9:45
VI.	Committee membership • Recruitment for Open Seats	9:45 - 9:55
VII.	New Business/Old Business/Next Months Agenda	9:55 - 10:00

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

HAZARDOUS MATERIALS ADVISORY COMMITTEE

May 6, 1999

The Minutes of this meeting are missing.

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Director of Health
Ben Gale, Director

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, June 3, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introduction, Announcements, Approval of Minutes of 5/6/99	8:30 - 8:35
II.	Emerging Issues • Presentation on Terrorism – Richard Lee • Rehabilitation of Laguna Honda Hospital - General Discussion	8:35 – 9:10
III.	HMUPA Report – Pam Jin • Underground Storage Tank Enforcement Update New Ordinance Amendment Status s	9:05 - 9:15
IV.	EHMS Report – Ben Gale • 1 Arkansas	9:15 - 9:30
V.	Discussion on development of HMAC Website	9:30 – 9:45
VI.	Committee membership • Recruitment for Open Seats	9:45 - 9:55
VII.	New Business/Old Business/Next Months Agenda	9:55 - 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: June 3, 1999

Members Present:	Sue Fandel, Mark Galbo, Jerry Grey, Doug Kern, Donald Lapin, Anthony Sacco, Steve Smykowski. The meeting was chaired by Mr. Kern.
Observers Were:	Ben Gale, Pam Jin, Bruce Josloff (EHMS), Alison Stewart Cocotis (City Attorney's Office), Tim Gallagher (Port of San Francisco), Kelly Etherington (CCSF Solid Waste), Paul Fresina (CCSF-Solid Waste), Kathryn Hyde (UCSF)
Members Excused:	Catinia Galvan, Matthew Lintner, Mark Youngkin.
Members Absent:	Gary Floyd, Alice Glasner, Matthew Lintner, Jennifer Mann, Ross Tibbits

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

- **Approval of Minutes of 5/6/99**

  Because there were an insufficient number of members present to constitute a quorum, approval of the Minutes of 5/6/99 were deferred to the next scheduled meeting of the Hazardous Materials Advisory Committee (HMAC).

II. Emerging Issues

- **Presentation on Terrorism – Richard Lee**

Mr. Richard Lee, Senior Industrial Hygienist with the Department of Public Health Environmental Health Section, began by stating that he works closely with the San Francisco Fire Department's Hazardous Materials Team. In conjunction with this team, Mr. Lee responds to Hazardous Materials incidences. In addition, he has primary responsibility for the coordination of training for the SFFD Hazardous Materials Team and the Metropolitan Medical Task Force (MMTF). Other responsibilities include ordering equipment and developing Standard Operating Procedures (SOPs) for the Hazardous Materials Team.

Mr. Lee explained that as a result of the federal government concerns over a potential biological or chemical terrorism threat to the domestic population of the United States, Congress initially funded the development of twenty seven Metropolitan Medical Strike Teams. As of this date funding has been extended through loans to a total of 120 Cities in order to develop and launch MMTFs through training provided by the Department of Defense and through purchases of needed equipment.

Mr. Lee underscored that terrorism now poses a significant threat to the United States, not only overseas, but in domestically as well. He referred to the World Trade Center bombing in New York and the Oklahoma City bombing of the Federal building. Mr. Lee noted that threats of terrorism have occurred in the San Francisco Bay Area in recent years. For example, he cited the PGE Incident, the Anthrax Hoax in Newark, and the bomb making activities conducted in San Francisco during the Gulf War.

Mr. Lee clarified that the Nuclear, Biological, and Chemical Terrorism (NBC Terrorism) is a real threat and he cited examples of recent events such as the Anthrax (biological) hoaxes in the Midwest and Southern California and the Aum Shiryko Sarin (chemical – nerve gas) attack in a the Tokyo subway system.

Mr. Lee pointed out that Chemical and Biological terrorism is a preferable means for terrorists for the following reasons: Chemical/Biological weapons are easy to make; the materials are readily available and inexpensive; small quantities can kill; the material are hard to detect; psychological impact upon the population is devastating; and such attacks are difficult to prepare for. Mr. Lee stated that the likely venue for a chemical attack would be a B.A.R.T. station.

Mr. Lee listed a variety of potential biological agents which include Anthrax (bacteria) 80-90% mortality, Plague (bacteria, 90-100% mortality), Q fever (low mortality), Small pox (virus, 30% mortality), Ebola (virus, 90% mortality), Botulinum (toxin, 80% mortality) and Ricin (toxin, high mortality). Mr. Lee clarified Anthrax is the most stable bacteria, consisting of spores and could be the preferred agent of terrorists.

Mr. Lee itemized a variety of chemical agents which include Choking agents (phosgene, chlorine), Blood agents (hydrogen cyanide, cyanogen chloride) Blister agents (Mustard, Lewiste, Phosgene oxime) and Nerve agents (Tabun, Sarin, Soman, and VX).

Mr. Lee defined the Metropolitan Medical Strike Team (Task force System) as a group of public safety officers from Fire, Law Enforcement, and Health) that will enter a contaminated area to rescue and medically treat victims of an NBC release.

Mr. Lee reported that in 1998 the City and County received training and funding from several sources. A $350,000 grant was offered from the U.S.Health Service to develop and MMTF. This money was used to train paramedic and rescue squads. Other monies were used to purchase pharmaceuticals and Haz Mat equipment. Also, the U.S. Department of Defense has provided training to approximately three hundred public safety officers who have, in turn, provided training to the SFFD and the SFPD. The Department of Defense has also provided a $300,000 equipment loan. In addition, the City and County received a $135,000 equipment grant from the Department of Justice. A significant portion of that money was used to purchase a dedicated radio system for the Hazardous Materials Team.

Mr. Lee reported that in 1999 the San Francisco MMTF program received a $200,000 grant from the U.S. Public Health Service to develop a "Bio Terrorism" response. Also, an additional $250,000 grant was provided from the Department of Justice.

Mr. Lee clarified that MMTF is constituted of a Steering Committee, Operations Committee and Hospital Committee. The Steering is chaired by Chief Sanders of the SFPD and Lu Canton of the Office of Emergency Response (OES). Members include representatives from the City Attorney, the District Attorney, SFGH, the Medical Examiner, the U.S. Public Health Service and the Federal Bureau of Investigation (FBI). The function of the Steering Committee is to coordinate Departments and acquire funding.

The Operations Committee is chaired by Jorge Palafox (EMS) and Bob Navarro of the SFFD paramedic division. Members include representatives from OES, the District Attorney, the Medical Examiner and the SFPD Bomb Squad. The purpose of the Operations Committee is to develop concepts of operations and standard operating procedures, coordinate training, and select and acquire equipment.

The Hospital Committee is chaired by Ann Stangby of SFGH and Mary Magoscy of EMS. Members include representatives from almost all the San Francisco hospitals and the Army Reserve. The duties include development of policies for hospital decontamination and treatment.

Mr. Lee summarized by underscoring that NBC Terrorism is a new and very real threat to the domestic population of the United States and that the City and County needs additional support from both the Federal and City governments to continue planning, training and acquisition of equipment. Mr. Lee stressed that the City will require backup from State and federal agencies after the first few hours of a terrorist attack.

Q and A

In response to a question from Mr. Lapin Mr. Lee stated that, to his knowledge, there are little or no restrictions to access to chemical and biological agents either at the Federal, State or local level. Captain Grey interjected that the Internet offers easy access to both the purchase and applications of chemical agents and biological agents.

In response to a question from Mr. Smykowski Mr. Lee clarified that the F.B.I. Counter Terrorism group will alert the MMTF of the possibility of an imminent terrorist attack in the City. However, Mr. Lee indicated that the SFPD is not a member of the FBI Counter Terrorism Intelligence group for the Bay area.

In response to a question from Mr. Kern, Mr. Lee explained that decontamination procedures are designed to be implemented on site. He added that the MMTF is well prepared for a chemical agent response but that a bio agent response will be a much greater challenge because of the difficulty in detecting these agents. He qualified that it would take approximately two days to confirm the presence of Anthrax in the environment whereas a chemical agent could be confirmed within two hours.

In response to a question from Mr. Sacco, Mr. Lee indicated that the Department of Public Health is attempting to acquire a PCR detection unit that would enable samples of a biological agent to be routed to a laboratory for analysis. Turnaround time would be approximately two hours. Captain Grey pointed out that detection units are very costly. He also noted that the City is having difficulty procuring detection equipment because the few companies that manufacture these devices are not in compliance with San Francisco's Domestic Partner's Ordinance.

III. HMUPA Report – Pam Jin

- **Underground Storage Tank Enforcement Update**

Ms. Jin reported that ten settlement letters have been sent out and that the agreed upon settlement amounts total $146,200. She indicated that one UST owner has refused to sign the settlement letter. Consequently, an administrative civil penalty hearing will be scheduled for July.

- **Status of New Fee Ordinance**

Ms. Jin confirmed that the Ordinance has gone through two readings by the Board of Supervisors and is currently before the Mayor's Office awaiting the Mayor's signature.

IV. EHMS Report – Ben Gale

- **1 Arkansas**

Mr. Gale announced that a hearing is scheduled for June 9th with the goal of bring closure to the 1 Arkansas cleanup. Mr. Gale qualified that the clean up has been completed and that the hearing has been requested by the five responsible parties, including three former businesses and two property owners, in order to adjudicate financial responsibility for the clean up.

- **Other Business**

Mr. Gale thanked the Mr. Kern, in his role as Chair person of the HMAC, for lending his support for the New Fee Ordinance at its final hearing before the Board of Supervisors Finance Committee. In addition, he thanked the HMAC as a whole, for lending its support to the new ordinance.

Mr. Gale announced that Senior Inspector Tom Rivard, with the EHS, is being awarded by the American Heart Association for his diligent work in enforcing the both State and local "No Smoking" ordinances.

V. Discussion on Development of HMAC Website.

Mr. Lapin reported that he has reviewed a variety of maps and images of the City to attempt to determine an effective and appropriate graphical user interface for the HMAC website. He stated that it is not yet clear how much detail and the kinds of graphics that are practical based upon the intent of the Website.

Mr. Gale indicated that other City departments, such as PUC, may be able to provide some resources to assist in the development of the Web Page and that he will discuss this possibility with Mr. Medbery insofar as PUC is concerned.

VI. Committee Membership

- **Recruitment for Open Seats**

In response to a question from Ms. Jin, Captain Grey indicated that a non-city resident seeking membership on the HMAC would require a waiver .

Mr. Kern welcomed Ms. Fandel, who is affiliated with PG & E, to the HMAC as a new member.

VII. New Business/Old business/Next Months Agenda

- **Conflict between HMAC by-laws and the City's Charter**

Ms. Cocotis explained that the City Charter defines a quorum as a majority of the available seats and that the Committee's by-laws defines define a quorum as a majority filled seats. Ms. Cocotis stated that the recommendation of the City Attorney's office is that the Committee amend its by-laws to be in agreement with the City Charter. She proposed that a vote to revise the Committee's by-laws be set as an agenda item at the next scheduled meeting of the HMAC. In the interim Ms. Cocotis will draft a revision of the by-laws which the HMAC can then vote upon at its meeting.

- **Announcements**

Ms. Hyde announced that she has resubmitted her application for membership to the Rules Committee which includes a letter from the Mayor requesting her re-appointment to the HMAC.

- **Next Months Agenda**

The agenda of the next scheduled meeting will include approval of the minutes of 5/6/99 and discussion and a possible vote on revision to the HMAC's by-laws.

- Announcements

The meeting adjourned at 10:00 a.m.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

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Date: Thursday, August 5, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I	Introduction, Announcements, Approval of Minutes of 5/6/99, 6/3/99	8:30 - 8:35
II	HMUPA Report – Sue Cone Underground Storage Tank Enforcement Update	8:35 - 8:45
III	EHMS Report – Ben Gale 1 Arkansas	8:45 - 8:50
IV	Tentatively Scheduled: Presentation by N.E.R.T. Representative	8:50 – 9:00
V	Discussion on development of HMAC Website	9:00 - 9:15
VI	Action Item: Discussion and Vote on Revision to Committee's by-laws	9:15 - 9:25
VII	Committee membership • Recruitment for Open Seats	9:25 - 9:35
VIII	New Business/Old Business/Next Months Agenda	9:35 - 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
POPULATION HEALTH AND PREVENTION
ENVIRONMENTAL HEALTH SECTION

Willie L. Brown, Jr . Mayor
Mitchell Katz, M D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: August 5, 1999

Members Present:	Sue Fandel, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Steve Smykowski, Mark Youngkin. In the absence of Mr. Kern, the meeting was chaired by Mr. Medberry and co – chaired by Mark Youngkin.
Observers Were:	Sue Cone, (EHMS), Bruce Josloff (EHMS), William Chan (City Atty) , Catania Galvan, Kathryn Hyde (UCSF) Tim Gallagher (Port), Kelly Etherington (CCSF Solid Waste), Russel Morine (Sanitary Fill Company), Greg Owyang (SFFD).
Members Excused:	Doug Kern, Mark Galbo, Ross Tibbits
Members Absent:	Gary Floyd, Jerry Grey, Matthew Lintner

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

- **Approval of Minutes of 5/6/99 and 6/3/99**

  Because there were an insufficient number of members present to constitute a quorum, approval of the Minutes 5/6/99 and 6/3/99 were deferred to the next scheduled meeting of the Hazardous Materials Advisory Committee (HMAC).

Ms. Cone announced that Mr. Gale has been on disability leave for the last two months as a result of needed surgery for a chronic back ailment. She clarified that Mr. Gale's health status is improving and that the EHS anticipates his return to work within the next several weeks. The Committee members expressed their concerns and wished Mr. Gale a speedy and full recovery.

II. HMUPA Report – Sue Cone

- **Underground Storage Tank (UST) Enforcement Update**

Ms. Cone reported that three UST sites are undergoing enforcement proceedings. One site, at 1480 Broadway, did not meet the December 22, 1998 deadline and rejected the City's settlement proposal. Substantial civil penalties have already been levied against the owner/operator of this site and a hearing will be held on August 17th to set the penalty amounts. The other two UST sites are under enforcement for various violations. They include a UST site at 450 7th Street operated by the FBI and a UST site (UNOCAL)owned by TOSCO on Van Ness Avenue. She qualified that the FBI site is currently in compliance but is being fined for the previous ten years of non compliance.

In response to a question from Mr. Sacco, Ms. Cone noted that, apart from the three aforementioned UST sites, all UST sites within the City and County of San Francisco, for which HMUPA has records, are in compliance. Mr. Medbery underscored that HMUPA's record on UST compliance is outstanding.

In response to question from Mr. Medbery, Ms. Cone pointed out that through the process of inventory reconciliation HMUPA staff are alerted to significant leakage of UST tanks. Specifically, staff will review the UST automated alarm history for a particular UST to determine whether leakage may be occurring.

Mr. Sacco proposed that a Letter of Commendation, directed to the Health Commission, be drafted by the HMAC upon completed enforcement of the three remaining UST sites. The HMAC members concurred.

III. EHMS Report - Sue Cone

- **1 Arkansas**

Ms. Cone announced that a hearing to assign costs associated with cleanup and which included all responsible parties, was conducted in June. That hearing has been continued for September. Ms. Cone qualified that the contaminated debris has been removed from the crawlspace and the area has been cleaned up.

IV. Presentation by N.E.R.T. Representative – Greg Owyang

Mr. Owyang introduced himself as the current coordinator for the San Francisco Fire Department's NERT Training Program. He clarified that NERT is the acronym for "Neighborhood Emergency Response Team."

Mr. Owyang clarified that the goal of the NERT Program is to help "help the citizens of San Francisco to be self-sufficient following a major disaster by developing multi-functional teams that are crossed trained in basic survival skills.

By way of background Mr. Owyang noted that the NERT program, which is sponsored by the San Francisco Fire Department, was formulated in March 1990 as a result of concerns expressed by the SAFE (Safety Awareness of Everyone) group in the Marina.

Following the devastation in the Marina caused by the 1989 Loma Prieta earthquake, this group felt the need for disaster response training and requested that the SFFD put together a training program for neighborhoods. The first NERT team graduated in the fall of 1990. Since then, interest in the NERT Program has piqued and many citizens are enrolled in the training program. Upon graduation, each participant is provided with a manual, identification helmet and vest, and a certificate of completion.

Mr. Owyang noted that sixty-three people died in the 1989 Loma Preita earthquake, eleven of which occurred in the City and County of San Francisco. Substantial structural damage to buildings, roads and utility systems occurred throughout the expanse of San Francisco and neighboring counties.

Mr. Owyang underscored that the U.S. Geological Survey predicts there is a 67% chance that the Bay Area will be hit by a major earthquake within the next 30 years. Such an event will have a significantly greater magnitude than the 1989 earthquake, possibly as high as 8.3 on the Richter scale. Structural damage and loss of life will be far greater than was attributed to the Loma Prieta quake, which was 7.1 on the Richter scale.

Mr. Owyang stated that experts predict that an 8.3 earthquake will result in as many as ten conflagrations. A conflagration is a major and devastating fire constituting an area the size of four square city blocks. In addition there will be approximately seventy one large fires and forty major rescue operations. It is estimated that the City will need two hundred and seventy three engines to manage the fires in San Francisco. He qualified that there are only forty-one engines in the jurisdiction of San Francisco.

The above facts, stated Mr. Owyang, combined with the inevitability of a major earthquake underscore the need for the NERT training program. Specifically, citizen participation in rescue operations to supplement municipal authorities is absolutely essential.

Mr. Owyang proceeded to outline the six classes which constitute the training modules for the NERT program. He indicated that each class is 2 ½ hours in length and is taught by SFFD firefighters in neighborhood community centers and offices work places.

The classes consist of Earthquake Awareness, Disaster Skills, Disaster Medicine, Light Search and Rescue procedures, Team Organization and Hands-On-Training.

Mr. Owyang clarified that similar programs are taught nationwide. In addition, the San Francisco NERT Program is part of "Bay Net" which is a regional emergency team consisting of representatives of civilian emergency programs from the nine Bay Area counties. The "Bay Net" holds meetings on a quarterly basis.

A detailed class outline and additional information can be obtained by requesting a brochure from the **NERT Program at 415-558-3456.** The NERT Program has a website at www.slip.net/~nertsffd/. In addition, the program can be faxed at **(415) 558-3457** and emailed at **nertsffd@slip.net**.

V. Discussion and Development of HMAC Website.

Mr. Lapin reported that he has established a temporary website for the Committee at www.ladue.com/hmac.html with links to sample pages and other sites of interest. Mr. Lapin proceeded to present a proposal for the development and maintenance of the HMAC website.

Mr. Lapin underscored that the intent of the HMAC website is to improve public access to Committee presentations and deliberations. The website would provide content for the following items:

- Meeting Minutes
- Meeting Schedule
- List of Committee members, with email addresses
- Information on participating on the Committee

- Topics of emerging interest in hazardous materials management
- Links to other web-based sites dealing with hazardous materials

Mr. Lapin's proposal anticipates assistance from the HMAC secretary for both the preparation of minutes and other materials for the Web site. Also, the occasional services of a graphic designer would be desirable to prepare artwork for the web pages. In addition, his proposal would also include a listing (link) on the Cityspan web site, so that City residents would have easy access to HMAC deliberations. Currently, the HMAC page is accessible through the BEHM home page. Consequently linkage to the HMAC page is "buried." Mr. Medbery pointed out that linkage to the HMAC webpage could be provided through the Health Department's home page.

Ms. Galvan stated that she has acquired EPA guidelines for the establishment of a website for educational purposes and will forward these to Mr. Josloff for inclusion with the mailing of the minutes.

Ms. Cone stated that she would discuss options with MIS staff and report back to the HMAC.

VI. Action Item: Discussion and Vote on Revision to Committee By-Laws

Due to the fact that there were an insufficient number of members present to constitute a quorum, a vote on this action item was deferred to next months' agenda. For purposes of clarification, Mr. Chan recommended that the by-laws conform to the City Charter. Mr. Medbery requested that Mr. Chan provide the HMAC with a draft of the revised by-laws for consideration and vote at the Committee's next scheduled meeting. Mr. Chan agreed to provide the draft revision. Mr. Chan suggested that the Committee might also consider a reduction in the number of Committee seats, as defined by the Charter, before amending the by-laws.

VII. Committee Membership

- **Recruitment for Open Seats**

Both Ms. Hyde and Ms. Galvan indicated that they have submitted their respective papers to the Rule's Committee for reappointment and that they are waiting for confirmation.

There are currently four open seats. They include Environmental Industry, Labor, Neighborhood Organization, and Health Educator. Ms. Cone clarified that Mr. Kern should be sitting in the Environmental Organization seat as opposed to the Industry seat. She has been attempting to straighten out this error with the Rules Committee for several months.

VIII. New Business/Old Business/Next Months Agenda

- **Next Month's agenda**

Next month's agenda will carry over **the Action Item: Discussion and Vote on Revision to the Committee's by-laws.** In addition, Ms. Etherington will arrange to have a representative from the City's Solid Waste Program give a report on current solid waste programs. Ms. Galvan requested that the HMAC inquire about the status of a lot at 23rd and Treat Street that was decontaminated and which is earmarked for conversion to a park. She stated that neighborhood representatives are inquiring with her about its status. Mr. Smykowski requested that the EHS provide an update on the Status of the Smoking Ordinance.

- **Announcements**

Ms Hyde announced that the Western Regional Pollution Control Conference (P-2 Conference) will be held in Monterey between **10/20 – 10/22/99.** For information call **408-441-1195.**

The meeting adjourned at 9:45 a.m.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, September 2, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I	Introduction, Announcements, Approval of Minutes of 5/6/99, 6/3/99 and 8/5/99	8:30 - 8:35
II	HMUPA Report – Sue Cone • Staffing Issues	8:35 - 8:45
III	EHMS Report – Ben Gale	8:45 - 8:50
IV	Presentation on Status of Smoking Ordinance – Tom Rivard	8:50 - 9:00
V	Status of Current City And County Solid Waste Programs	9:00 - 9:15
VI	Discussion on Development of HMAC Website – Jim Brehmer/Don Lapin	9:15 - 9:30
VII	Action Item: Discussion and Vote on Revision to Committee's by-laws	9:30 - 9:40
VIII	Committee membership • Recruitment for Open Seats	9:40 - 9:50
IX	New Business/Old Business/Next Months Agenda	9:50 - 10:00

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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AZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: September 2, 1999

Members Present:	Sue Fandel, Gary Floyd, Donald Lapin, Steve Medbery, Anthony Sacco, Steve Smykowski, Ross Tibbits. In the absence of Mr. Kern, the meeting was chaired by Mr. Medberry.
Observers Were:	Sue Cone, (EHMS), Bruce Josloff (EHMS), Thomas Rivard (EHMS), William Chan (City Atty), Kelly Etherington (CCSF Solid Waste), Paul Fresina (CCSF Solid Waste), Jose Gomez (Sanitary Fill Co.), Jason McKnight (CCSF Solid Waste).
Members Excused:	Doug Kern, Jerry Grey, Kathryn Hyde
Members Absent:	Michael Delano, Mark Galbo, Catania Galvan, Matthew Lintner, Jennifer Mann

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

- **Approval of Minutes of 5/6/99, 6/3/99 and 8/5/99**

Because there were an insufficient number of members present to constitute a quorum, approval of the Minutes 5/6/99, 6/3/99 and 8/5/99 were deferred to the next scheduled meeting of the Hazardous Materials Advisory Committee (HMAC).

Mr. Floyd reported that City College and San Francisco State University have successfully combined the efforts of their biology departments to provide services for Wetlands Monitoring at Pier 98 (Heron's Head Park)..

II. HMUPA Report – Sue Cone

- **UST Update**

Ms. Cone announced that the one remaining non compliant UST site owner agreed to settle for $35,000 in penalties at a hearing conducted on August 17th. She added that when the USTs were removed from this site in July contamination was observed.

- **Staffing Issues**

Ms. Cone reported that, as a result of HMUPA's revenue shortfall for the previous fiscal year, the program lost two full time inspector FTEs, one half time Fire Inspector FTE, and one full time secretarial FTE.

Ms. Cone underscored that this staff shortage has impacted adversely on compliance inspections. Specifically, technical staff must perform administrative functions such as processing invoices, performing data entry and answering phones. Consequently, this reduces the amount of time staff can allocate to field inspections.

Because the fire inspector focused primarily on UST removals, the loss of this half time position has resulted in a reduction of HMUPA UST removal oversight from five to three days per week.

In response to a question from Mr. Sacco, Ms. Cone clarified that DPH Administration has mandated that HMUPA revenues meet expenses. Consequently, HMUPA must be able to budget its FTEs out of its revenues.

In response to a question from Mr. Medbery, Ms. Cone stated that the recently approved fee increase will be implemented over a four year period. Consequently, revenues will not cover expenditures until year four of the fee implementation.

In response to a question from Mr. Smykowski, Ms. Cone stated that funding for temporary salaries for interns has been eliminated. However, she underscored that the HMUPA would except the services of volunteer interns.

She noted that periodically the program employes the services of highschool interns who are funded either through the Mayor's Office or assorted Community Programs.

Mr. Medbery proposed that the HMAC might draft a letter to the Health Commission that would highlight the HMUPA's need for additional funding to fully staff the program. He proposed that the HMUPA provide the HMAC with a statistical report at the next scheduled meeting of the Committee that would underscore the adverse impact upon HMUPA of its staffing shortages.

III. EHMS Report – Sue Cone

- **1 Arkansas**

Ms. Cone reported that a hearing had recently been held among all the responsible parties for the 1 Arkansas clean-up and that a settlement is now imminent.

IV. Presentation on the Status of the Smoking Ordinance – Tom Rivard

Mr. Rivard began by offering a brief overview of the history of the State's Smoking Ordinance. In 1995 the Workplace smoking Ordinance was passed and put into law by the California legislature. In that original law, bars were exempt. It was assumed that within two years from the passage of that law, the EPA and/or the Cal-OSHA Occupational Standards Board would generate a reasonable exposure level for environmental tobacco smoke. Bars would then be able to implement ventilation systems to conform to that exposure level. Because neither regulatory agency could define a reasonable exposure level a broadened State Smoking Ordinance, that now included bars, was passed in 1998 and put into law.

Mr. Rivard underscored that enforcement of the No Smoking Ordinance in bars has been a challenge, primarily because of the cultural association between smoking and drinking. In addition, bar owners have been reluctant to come into compliance because of the economic impact of prohibiting smoking in their establishments.

Mr. Rivard stated that during the initial phase of enforcement there was over 80% compliance in San Francisco. However the SFPD requested that the DPH-EHS inspectors accompany officers when the former issued citations to patrons. Subsequent statistics compiled by the EHS revealed that non-compliant bars were not uniformly coming into compliance on the basis of their patrons being issued citations.

As a result of the inefficacy of this approach the City, after consulting with the DPH, City Attorney and other Counties, has now taken a more stringent approach to enforcement. Specifically the bar owner/bartender must make a "good faith" attempt at curtailing smoking in their establishment. This approach includes a review, by enforcement authorities, of both the history of and means by which bars are encouraging compliance.

If a bar is found to be continuously in non-compliance, the City Attorney's office will ask the courts to issue an injunctive relief to the bar owner (order to comply). If non-compliance continues, heavy and progressive fines will be imposed on the bar owner and lawsuits, based upon "unfair business practice" laws and "public nuisance" laws will be filed. In addition, the property owner is held liable and a lien is placed against the property until litigation is resolved.

Mr. Rivard stated that two lawsuits have already been brought against bar owners and that currently seven lawsuits are pending. Mr. Rivard anticipates two or three such lawsuits being filed by the City Attorney's Office each month.

Mr. Rivard clarified that Cal-OSHA has not played a major role in the enforcement of the No Smoking Ordinance and that such enforcement is primarily the responsibility of local agencies. Mr. Rivard summarized by stating that the latest approach of using the City Attorney's office to initiate lawsuits, as well as the imposition of progressively steeper penalties, is resulting in significantly greater compliance with the Smoking Ordinance.

V. Status of Current City and County Solid Waste Programs-Kelly Etherington

Ms. Etherington stated that she has recently assumed the management position, previously occupied by Ms. Strandoo, for the City's Solid Waste Program. Ms. Etherington reported that the Hazardous Waste programs under the CAOs Solid Waste Management Program have changed over the last three years. Outreach programs to the business community to educate business owners/operators on waste reduction, as well as services which provide for hazardous waste pickup and recycling have been developed and implemented by the Solid Waste Management Program. Ms. Etherington proceeded to provide a summary outline of the programs that are now available to City and County businesses and residences.

The **Household Hazardous Waste Services** include one permanent facility near Candlestick park, two temporary events, five alkaline battery collection sites, over thirty ni-cad battery collection sties and eight latex paint collection sites. In addition Household Hazardous Waste Services include pick up services for the elderly and disabled, general pick up services for $45.00 plus cost per weight of material, and curbside oil/latex paint pickup in the Sunset area.

Hazardous Waste Programs for Businesses and City Departments include the following: an aqueous parts washer study and funding; evaluation of environmentally preferable purchasing; a "Paint Smart!" education campaign; a VSQG hazardous waste pick up service; and battery collection services for City departments.

Ms. Etherington indicated that the City received a State grant of approximately $300,000 to implement **Used Motor Oil Collection Programs**. These programs include the following: curbside used motor oil collection in the sunset; used motor oil collection centers; used oil, filter, and antifreeze collection events; and used oil collection sheets and bilge water pads in the Marina.

Mr. Etherington stated that **future plans** include the following: using grants monies to develop a recycle only facility; facilitate acceptance of oil paints at latex paint sites; establish antifreeze collection sites; offer city wide door-to-door and curbside service; educate property managers about hazardous waste reduction, have Sunset Disposal Company take motor oil during "Super Recycler" days; initiating florescent tube education/programs; help write ordinance to eliminate mercury in San Francisco; and combine alkaline and ni-cad collection sites.

Ms. Etherington cited the following statistics on pounds of hazardous waste collected by these hazardous waste programs in the last year. They are as follows: Batteries (8,038 lbs); Latex Paint (72, 388 lbs); Door to Door collection (71,296 lbs); Temporary Events (49,416 lbs); and Curbside Oil (30,424 lbs). In addition, the hazardous waste collection facility received 959,949 lbs of hazardous waste.

The following phone numbers are information contacts for various Hazardous Waste Programs. Business **(415-554-1662)**; Residences **(415-554-4333)**; City Departments **(415-554-1675)**; Used Oil Recycling **(415-554-3419)**; Fax **(415-554-3434)**. In addition, the Hazardous Waste Internet Address is www.sfhazwaste.org.

VI. Discussion on Development of HMAC Website – Jim Brehmer

Mr. Brehmer, MIS Manager for the EHS, stated spoke with the DPH Webmaster, who indicated that he anticipates no problem in establishing links between the HMAC Website, Cityspan, DPH Website and the City's Intranet. Mr. Brehmer stated that the only condition for establishing these links is that the HMAC websit provide links to those websites.

Mr. Brehmer underscored that a review of the proposed HMAC website will need to be reviewed by DPH External Affairs. The purpose of the review is to approve the intent, content, and location the HMAC website. Mr. Brehmer stated that the DPH Webmaster informed him that he doesn't anticipate any problems in implementing the proposed website, based upon the fact that the website would be under the aegis of an official advisory body to the DPH that also offers support and guidance to other City agencies.

Once the HMAC website has been approved by DPH External Affairs, either Mr. Brehmer or the DPH Webmaster will work with the HMAC to implement the HMAC website.

VII. Action Item: Discussion and Vote on Revision to Committee's by-laws

Because a quorum was not present, this item was deferred to the next scheduled meeting of the HMAC. Mr. Medbery requested that Committee members review a copy of the by-laws that were passed out at this meeting.

VIII. Committee membership

- **Recruitment for Open Seats**

Mr. Sacco stated that he had intended to speak with Mr. Walter Johnson, President of the S.F. Labor Council to canvass for possible labor candidates for HMAC membership. However, Mr. Johnson had fallen ill. Mr. Sacco will be attending a labor function in the next week and will canvass for interested parties at that gathering.

IX. Next Month's Agenda

The agenda should include discussion of HMUPA staffing and revenue issues, discussion of HMAC by-laws, and discussion of the HMAC website. Mr. Floyd proposed inviting a speaker to to give a presentation on the Presidio Trust.

The Committee adjourned at 10:00 a.m.

AMENDMENT TO THE BYLAWS OF THE HAZARDOUS MATERIALS ADVISORY COMMITTEE (HMAC)

Except as provided for below, the By-laws of the Hazardous Materials Advisory Committee shall remain the same. The following paragraphs of the by-laws are amended as follows (deletions are represented by strikeouts; additions are represented by Italics):

3. Quorum: A quorum for the transaction of official business shall consist of *a majority of the* members of the Committee. Once a quorum is established, the Committee may transact official business and vote on all matters before the Committee.

12. Amendments: Amendments to these by-laws require a majority vote at regular Committee meeting. Written notice of the amendments and their terms must be given at least *ten days* prior to the meeting.

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

/7/99

ANNOUNCEMENT OF A MEETING

Date: Thursday, October 7, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I	Introduction, Announcements, Approval of Minutes of 5/6/99, 6/3/99, 8/5/99 and 9/2/99	8:30 - 8:35
II	HMUPA Report – Sue Cone • Staffing and Revenue Issues	8:35 - 9:00
III	EHMS Report – Ben Gale • 1 Arkansas	9:00 – 9:05
IV	Presentation on Presidio Trust – Mary G. Murphy	9:05 – 9:30
V	Item: Discussion and Vote on Revision to Committee By-laws	9:30 - 9:40
VI	Discussion on Development and Implementation of HMAC Website	9:40 - 9:50
VII	New Business/Old Business/Next Months Agenda	9:50 - 10:00

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(HMAC)

MINUTES

Date: October 7, 1999

Members Present:	Gary Floyd, Kathryn Hyde, Doug Kern, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Ross Tibbits, Mark Youngkin.
Observers Were:	Ben Gale (EHMS) Sue Cone, (EHMS), Bruce Josloff (EHMS) William Chan (City Atty), Kelly Etherington (CCSF Solid Waste), Russel Morine (Sanitary Fill Company).
Members Excused:	Susan Fandel
Members Absent:	Michael Delano, Mark Galbo, Catania Galvan, Jerry Grey, Steve Smykowski

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

- **Approval of Minutes of 5/6/99, 6/3/99, 8/5/99, 9/2/99, 10/7/99**

Mr. Kern clarified that he occupies and "environmental organization" seat on the HMAC as opposed to the "environmental industry" seat, that was incorrectly listed by the Rules Committee. He noted that this error is in the process of being corrected.

II. HMUPA Report – Sue Cone

- **Y2K Hazardous Materials Project**

Ms. Cone reported that the Governor's Office of Emergency Services (OES) has made funding available to all State CUPAs to prioritize, assess, and follow up on businesses that might pose a problem as a result of non-compliance with Y2K. As result, the HMUPA is in the process of applying for a grant for approximately $47,000 to implement such a program for permitted businesses in San Francisco.

In preparation, HMUPA staff is prioritizing businesses into low, medium and high risk categories as a result of Y2K non compliance.. Once this information has been confirmed through mail surveys, further assessments will be made of those businesses that fall within the medium and high risk categories to determine their degree of Y2K compliance. Based upon the preliminary assessments, approximately 10% of permitted business can be classified as medium or high risk. This figure, she added, corresponds to the State's percentages.

Ms. Cone explained that the identities of non compliant medium and high risk businesses will be given to the City's emergency responders so that the latter can prepare for possible emergencies. She summarized by stating that the Y2K Project should hopefully decrease or eliminate the incidences of hazardous materials releases.

- **Enforcement Update**

Ms. Cone reported that all UST facilities are now in compliance with the December 22, 1998 deadline. Two of the UST facilities reached settlements that include extended payment plans.

Ms. Cone cited a recent settlement involving a business on Port property that was not tracking its hazardous waste storage and generator activities. In the settlement agreement the business owner agreed both to stop storing and generating hazardous waste and to permit the HMUPA to periodically inspect the facility for hazardous materials. She clarified that HMUPA is not charged with the authority to inspect businesses that do not store and generate hazardous materials. Ms. Cone summarized that the settlement was unusual in that no financial penalty was imposed and that the agreement served the interests of both the business owner and the City.

III. EHMS Report – Ben Gale

- **1 Arkansas**

  Mr. Gale reiterated that clean up of the site has been completed and that quality of life issues in the vicinity of the site have been adequately addressed. Mr. Gale clarified that the five responsible parties have attended a series of hearings to determine and agree upon their appropriate share of financial burden for the clean up. At this juncture four of the parties have reached agreement but the 5th party is still haggling over their share of financial liability. Mr. Gale anticipates that closure on a final agreement will be reached within the next two weeks. He anticipates that the City will be able to recover approximately $130,000 for the cost of the clean-up.

- **Great Sweep**

  Mr. Gale announced that the Great Sweep is scheduled for Saturday, October 16th. For further information interested parties can call Mr. Gale @ 252-3988.

- **6122 Senior Inspector Examination**

  Mr. Gale announced that the Civil Service will soon conduct an examination for permanent 6122 Senior Inspectors to fill four positions which are currently provisional but which will soon be converted to permanent status. Mr. Gale clarified that there are currently four provisional 6122 Senior Inspectors occupying these positions. He explained that in order for a candidate to be considered for any one of these positions, he/she must be included in a set of three top ranked candidates. This is based upon the civil service "rule of three." Specifically, the four provisional 6122s will have to compete for the positions they have held as provisional employees.

- **Local Enforcement Agency**

  Mr. Gale announced that Mr. Henry Louie, manager of Environmental Health's Local Enforcement Agency (LEA), is applying to the State for a grant of $50,000 to be earmarked for clean up activities of vacant State properties in the City. Both assemblyman Shelley and assemblywoman Migden are being solicited for their support in acquiring these funds. Currently, the State has properties in the Bayview Hunters Point area that are targeted for clean up.

- **Other Business**

  Mr. Gale reported that the DPH Environmental Health unit was activated on Sunday, October 3rd, in response to a residential hotel fire in the Mission District. Mr. Gale underscored that the role of the Health Department is extremely broad with regard to residential fires. In this instance, there were several representatives from a variety City agencies at the Mission command post to assist the displaced residence.

  Environmental Health inspection staff were asked to determine the suitability of the Mission Recreation Center as a site for temporary housing. Unfortunately, staff determined that the facility did not have accessible and functioning shower facilities. Based on this assessment, Mr. Gale underscored the City's need upgrade the City's recreation facilities. In conjunction with the Red Cross, City agencies were able to place the displaced residents in temporary or permanent housing within a short time.

IV. HMUPA Staffing and Revenue Issues

Ms. Cone summarized that that within the last year the HMUPA went from 13 to 10.5 technical FTEs and from 3.5 to 2.5 administrative support FTEs. The most adverse impact on the HMUPA has resulted from the loss of a full time secretary in April 1999 This has required the diversion of technical staff, on a rotating basis, from inspection activities to administrative activities, i.e. invoicing, data entry, mailing of packets, etc.. This use of technical staff has resulted in 288 fewer inspections per year. Ms. Cone indicated that as a result of an internal review and reorganization, management supports the funding for a full time secretary. She anticipates the hiring a full time secretary by the end of this calendar year.

Ms. Cone explained that as a result of losing a half time Fire Inspector FTE in August 1999, time available for UST closure i had been reduced from five days per week to three days per week. Consequently, there have been some minor delays in scheduling UST closures. However, Ms. Cone indicated that a senior environmental health Inspector has been temporarily reinstated. Consequently, she anticipates an increase in UST closure inspections to 4 days per week.

In response to a question from Mr. Lapin, Ms. Cone stated that HMUPA would welcome internships but she underscored that the State requires that employees have a specific level of training, certification and at least one year of hazardous materials and hazardous waste regulatory experience to perform the highly technical and inspection work involved in CUPA enforcement. She noted that interns would be more suited to administrative and less technical support functions.

V. Presentation on the Presidio Trust – Mary G. Murphy

Ms. Murphy introduced herself to the members of the Committee by way of providing a brief background of her expertise.

Ms. Murphy is a commercial real estate lawyer, practicing in San Francisco, who was one of six individuals appointed by President Clinton to serve on the Board of Directors of the Presidio Trust, a wholly-owned Federal corporation.

The Presidio Trust is a Federal agency charged with managing the 1480 acre area of the Presidio in San Francisco. Pursuant to its Congressional mandate, the Presidio Trust must lease and manage the Presidio's approximately 6,000,000 square feet of space in such a manner as to make the Presidio financially self-sufficient in fifteen years.

Ms. Murphy proceeded to summarize the history, scope, and extent of the Presidio Environmental Remediation process and to clarify the agreements between the participating federal agencies. An outline of the summary is as follows:

The 1987 Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the 1988 Base Closure and Realignment Act (BRAC) and other legislation, gave the Army the responsibility to address environmental contaminants at the Presidio.

In 1994, the Presidio was turned over to the Department of the Interior (DOI), the National Park Service (NPS), for inclusion in the Golden Gate National Recreation Area (GGNRA). With the transfer of the Presidio to DOI, the Army made an agreement with the DOI to be the lead agency in the effort to clean-up the Presidio.

In 1996, the Trust Act was passed by Congress creating a federal corporation for the purpose of managing the leasing, rehabilitation, maintenance and improvement of Area B, that encompasses the interior of the Presidio The DOI retained jurisdiction over Area A, the coastal areas of the Presidio. In July 1998, the DOI transferred jurisdiction of Area B to the Trust.

Ms Murphy explained that the Army's original plan provided for minimal capital investment and remediation, mainly consisting of monitoring over the next thirty years and leaving most contaminants in place. On the other hand, the Trust's legislative requirement is to make the Presidio self-sustaining and is predicated on an accelerated remediation schedule.

Mr. Murphy stated that the major challenges faced by the Trust were getting the Army to agree to transfer Lead Agency status to the Presidio Trust, receiving the sign off by the regulatory agencies, gaining community support via the Restoration Advisory Board (RAB) and reaching agreement from both the Army and the Department of the Interior.

Ms. Murphy stated that after a year of very intense negotiations, the Army, DOI and the Trust came to an agreement which will efficiently and effectively clean-up the Presidio; expedite the clean-up and reuse of the Presidio to ensure that it is consistent with a great national park; and provide a fair, reasonable public-interest oriented solution.

As a result of these negotiations two party and three party agreement have been reached to guide the implementation and funding of the clean-up projects.

Ms. Murphy offered a summary of the **Three-Party Agreement** between the Presidio Trust, Army and the DOI as follows: The Trust takes over responsibility from the Army as lead agency for completion of the clean-up at the Presidio. The Army agrees to pay for the clean-up by transferring $100 million to the Trust over a 4 year period beginning in August 1999. The Trust will remediate known contaminated sites within Areas A and B using the Army funds and the Army retains responsibility for clean-up of unknown contamination. It is important to note that the public will have opportunities to participate in clean-up decisions through the Restoration Advisory Board (RAB) and the Community Relations Support Program.

In summary, the **Two Party Agreement** is as follows: The DOI and the Trust agree that the latter will be the lead agency for remediation of environmental contaminants in Area A where DOI retains jurisdiction. The Trust will work in cooperation with the DOI to clean-up Area A. In addition, the Trust allocates a percentage of the $100 million from the Army to implement remediation of Area A.

Ms. Murphy clarified that the Trust has an insurance policy for an additional $100,000 in the event of complications or cost overruns.

Ms. Murphy stated that the primary objectives of the agreements that were forged between the DOI, the Army and the Trust is the complete clean-up of the Presidio within 10 to 12 years.

Ms. Murphy concluded by underscoring that the largest restoration in the history of the Park Service is currently underway and is being financed by private funds. Mr. Kern added that, as a result of the restoration projects, there will be an historic re-opening to the Bay of the Presidio wetlands area in November 1999.

VI. Item: Discussion and Vote on Revision to Committee's By-laws

Due to the fact that there was not a quorum, a vote on the revision of the committee's by-laws was deferred to the next meeting of the HMAC. Mr. Chan reminded the committee that the by-laws must be in agreement with the charter. The charter defines a quorum as a majority of seats on a committee.

Mr. Chan reminded the HMAC that the recommendations of the City Attorney's Office is that [illegible] HMAC Ordinance be amended to reduce the number of seats on the committee in order to achieve a more frequent quorum.

In response, Mr. Kern agreed to review and propose modifications to the HMAC Ordinance for consideration at the next meeting of the committee.

Mr. Chan clarified that a proposed modifications to the HMAC Ordinance must be submitted to DPH. DPH would then pass the proposed modifications to the Board of Supervisors for consideration.

VII. Discussion on Development and Implementation of HMAC Website

Mr. Lapin provided the HMAC with the URL address of the sample HMAC web page. The address is http://www.ladue.com/hmac.html. Mr. Kern reiterated that it his understanding that DPH does not foresee any obstacles to implementation and linkage of the web page to Cityspan, the DPH website, and the City's Intranet based upon Mr. Brehmer's previous discussions with the HMAC. However, the web page must first be reviewed and approved by DPH External affairs.

VIII. New Business/Old Business/Next Month's Agenda

Next months agenda will include discussion on proposed modifications to the HMAC Ordinance; a discussion and vote on a revision to the committee by-laws; review of draft letter of commendation for Mr. Popkin. On a related note, Mr. Gale proposed that the HMAC consider drafting a Board of Supervisors resolution and Health Commission resolution in acknowledgment of Mr. Popkin. Mr. Gale agreed to assist in drafting such resolutions.

Ms. Mann announced that an environmental health symposium will be conducted at Bayview Hunters Point on Saturday, October 9th.

The Committee adjourned at 10:00 a.m.

HEALTH COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO.____________________

COMMENDING BARNEY PAPKIN FOR X YEARS OF SERVICE AS A MEMBER AND CO-CHAIR OF THE HAZARDOUS MATERIALS ADVISORY COMMITTEE

WHEREAS, Barney Popkin sat on the Hazardous Materials Advisory Committee for X years and served as its Co-chair for Y years; and

WHEREAS, Mr. Popkin was continuously enthusiastic and unswerving in his dedication to providing leadership for the committee; and

WHEREAS, Mr. Popkin always acted in the best interests of the community of San Francisco; and

WHEREAS, Mr. Popkin provided the Department of Public Health with welcome guidance;

WHEREAS, Mr. Popkin almost always had something funny to say early in the morning; now therefore,

BE IT RESOLVED THAT the Health Commission commends and thanks Mr. Barney Popkin for the long and dedicated service to the community that he provided while serving as a member and co-chair of the Hazardous Materials Advisory Committee

I hereby certify that the foregoing resolution was adopted by the Health Commission at its meeting of Tuesday, xxxxxxxxx, 1999.

Sandy Ouye Mori
Executive Secretary to the Health Commission

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

5.5
2
/4/99

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

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Date: Thursday, November 4, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I	Introduction, Announcements, Approval of Minutes of 5/6/99, 6/3/99, 8/5/99, 9/2/99 And 10/7/99.	8:30 - 8:35
II	HMUPA Report – Sue Cone • Y2K Update • CUPA Conference	8:35 -8:45
III	EHMS Report – Ben Gale • 1 Arkansas	8:45 – 8:55
IV	Discussion on modification of HMAC Ordinance	8:55 – 9:20
V	Item: Discussion and Vote on Revision to Committee By-laws	9:20 – 9:25
VI	Discussion on Vacant Seats and Seats Considered Vacant	9:25 – 9:30
VII	Discussion on Committee Attendance For the Last Year	9:30 – 9:35
VIII	Discussion on HMAC Goals for Year 2000	9:35 – 9:40
IX	Review of Health Commission Resolution	9:40 - 9:45
X	Discussion on Development and Implementation of HMAC Website	9:45 – 9:50
XI	New Business/Old Business/Next Months Agenda	9:50 - 10:00

Disability Access

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

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The following services are available on request 48 hours prior to the meeting: For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Sue Cone at (415) 252-3991 to make arrangements for the accommodation. Late requests will be honored, if possible.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

5.5
4/99

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: November 4, 1999

Members Present:	Susan Fandel, Mark Galbo, Doug Kern, Donald Lapin, Anthony Sacco, Steve Smykowski, Ross Tibbits.
Observers Were:	Ben Gale (EHMS), Bruce Josloff (EHMS) William Chan (City Atty), Robert Trapani (Westar Marine Services), Jacqueline Huynh (SF Hazardous Waste Management Program).
Members Excused:	Kathryn Hyde
Members Absent:	Michael Delano, Gary Floyd, Catania Galvan, Jerry Grey, Jennifer Mann, Steve Medbery, Mark Youngkin

The Meeting convened at 8:30 a.m.

I. Introductions, Announcements, Agenda Changes, Approval of Minutes

- **Approval of Minutes of 5/6/99, 6/3/99, 8/5/99, 9/2/99, 10/7/99 and 11/4/99**

Due to the fact that an insufficient number of members were present to constitute a quorum, review and approval of the minutes of 11/4/99 were deferred to the next scheduled meeting of the Committee.

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Hazardous Materials Unified Program Agency
1390 Market Street, Suite 210
San Francisco, CA 94102
Phone (415) 252-3800
FAX (415) 252-3910

II. HMUPA Report – Ben Gale

- **Y2K Hazardous Materials Project Update**

Due to illness, Ms. Cone was unable to attend this month's meeting. Mr. Gale presented the HMUPA report in her place. With regard to Y2K issues, Mr. Gale reported that the HMUPA is continuing to work within the context of the State contract to identify address Y2K issues that may occur in San Francisco. Mr. Gale clarified that the State allocated forty six thousand dollars to the HMUPA to address Y2K issues in the City. Mr. Gale noted that emphasis is being placed upon identification of those industries that depend upon computer technology to regulate valves and control processes.

Mr. Gale pointed out that San Francisco is not a highly industrial city but that, nonetheless, certain facilities are vulnerable and are being identified by HMUPA staff through the inspection process.

In response to a question from Mr. Sacco, Ms. Fandel stated that PG & E had received an inquiry from the Department of Public Health regarding Y2K readiness. In response to a letter of inquiry from the DPH, the company stated that it has formed a Y2K group that is focused specifically on this issue and that PG & E is fully prepared to identify and respond to any problems that may arise at its various facilities. Ms. Fandel noted that PG & E has conducted numerous drills throughout the year to test its Standard Operating Procedures for Y2K. Ms. Fandel offered to provide a representative from PG & E to speak to the HMAC at its next scheduled meeting regarding the companies Y2K preparations.

- **CUPA Conference**

Mr. Gale indicated that he had no information on the CUPA conference. A report on the Conference would be referred to Ms. Cone at the next scheduled meeting of the Committee.

III. EHMS Report – Ben Gale

- **1 Arkansas**

Mr. Gale reiterated that initial clean up has been conducted and that the property has been stabilized. Legal proceedings held to determine financial liability are nearing closure and the State Department of Health Services will oversee final clean-up of the site. Determination of parties responsible for final clean-up has yet to be determined.

- **Other Business**

Mr. Gale announced that yesterday he was offered, and accepted, a position with Santa Clara County as Director of their Environmental Health Department effective January 3, 2000.

Mr. Gale commented that the Directorship of the San Francisco's environmental program has been a very exciting learning experience for him and that he will take with him many fond memories. He underscored that the Environmental Health staff along with the assistance and support of the HMAC have collectively molded San Francisco into the premier program that it has become.

In response to a question from Mr. Sacco, Mr. Gale indicated that Mr. Breslin will act as interim Director. He stressed that Mr. Breslin, as Assistant Director, has provided him with invaluable support during his tenure as Director of the Environmental Health Program.

Mr. Gale clarified that the position of Director is defined by the Civil Service. Consequently it is anticipated that a job announcement will go out and recruitment efforts will be initiated to fill the vacancy.

IV. Discussion on Modification of HMAC Ordinance

In reading from Section 1103 of a copy of the Hazardous Materials Ordinance Mr. Kern reaffirmed that the Advisory Committee shall consist of 21 members appointed by the Board of Supervisors and that these members shall consist of representatives from a variety of categories. He commented on Section 1103.2 of the Ordnance that defines the powers and duties of the HMAC. Mr. Kern opined that this section gives the HMAC a fairly broad area of interest and activity and need not be revised. However, he underscored that Section 1103 needs to be modified so as to facilitate consistent quorums.

Mr. Kern passed out copies of a proposed revision to Section 1103 that he had developed based upon a meticulous detailing of the attendance records of the individual members. The proposal presents two alternatives for suggested seats and five possible voting alignments. The first alternative suggests 17 seats, thus defining a quorum as 9 seats. The second alternative suggests 14 seats, thus defining a quorum as 8 seats.

There was consensus from most of those members present to pursue the second alternative. Ms. Fandel argued that this alternative would, by necessity, make members more accountable. Mr. Sacco noted that this approach reduces labor representation by one member. Consequently, he stated that he will consult with Ms. Alioto. Mr. Smykowski argued that the second alternative will greatly improve the prospects for a quorum and enhance the effectiveness of the HMAC as an organization.

Mr. Gale suggested that the seat for City Planning be retained due to issues regarding zoning. In addition, he underscored that efforts that are being made to integrate City Planning's database with that of the HMUPA. Mr. Lapin suggested that City Planning provide a liaison to the Committee in lieu of a member.

Mr. Kern stressed the importance of representation from the Fire Department on the HMAC. In the absence of Mr. Grey, he proposed that the Fire Department be solicited by the Environmental Health Program for possible nominees.

Mr. Kern agreed to bring the second alternative forward for discussion at the next scheduled meeting along and will formalize this approach with a written proposal.

Mr. Lapin proposed that Mr. Kern draft a letter to the Health Commission, for discussion at the next scheduled meeting, that would recommend the second alternative. Mr. Kern expressed the hope that there will be a quorum at the next meeting to formally vote on the recommendation.

V. Discussion on Committee Attendance for the Last Year

Mr. Kern's attendance summary indicated that between November 1998 and October 1999 there were only two quorums. Also, during this period three members resigned. The summary clarifies that if the second alternative were hypothetically applied, a quorum would have been achieved for every HMAC meeting.

VI. Item: Discussion and Vote on Revision to Committee's By-laws

Due to the fact that there was no quorum, a vote on the revision of the committee's by-laws was deferred to the next scheduled meeting of the HMAC.

VII. Discussion of HMAC Goals for Year 2000

The Committee reached consensus upon the following procedural goals for the next year. They are as follows: Modification of the HMAC Ordinance to facilitate a quorum; modification of by-laws to be commensurate with the modified ordinance; and modification of the by-laws to state that attendance will not exceed three excused absences within a twelve month period with no unexcused absences.

In addition, the Committee reached consensus upon content goals for the following year. They are as follows: initiate an inventory of abandoned sites, prioritize these sites and propose recommendations to the DPH for clean up; develop criteria for an "Excellence" or "Green" award for environmentally conscious, permitted businesses and city agencies (i.e. aqueous alternatives, recycling programs); focus on run off into the bay from Hunters Point Naval Shipyard; and develop recommendations for recycling old computer equipment.

VIII. Review of Health Commission Resolution

The Committee members proceeded to review the resolution, drafted by Mr. Kern, that commends Mr. Popkin for his work on the HMAC. Consensus was reached upon several amendments to the wording. Two additional statements were added as follows: "Whereas, Mr. Popkin offered excellent technical advise on all occasions;" and "Whereas, Mr. Popkin has an awesome e-mail list with which he shares his knowledge of a wide and esoteric range of subjects."

Mr. Gale reported that Mr. Popkin had recently visited with him and that Mr. Popkin is performing consulting work on a half time basis. This work affords Mr. Popkin the opportunity to travel internationally. Mr. Sacco noted that Mr. Popkin recently assisted in the installation of a fish farm on a desert in Somalia.

IX. Discussion on Development and Implementation of HMAC Website New Business/Old Business/Next Month's Agenda

Mr. Kern stated that he has looked at the sample website for the HMAC that Mr. Lapin has designed and that he was quite impressed and encouraged with its progress. Mr. Lapin reiterated that the MIS manager for EHS, Mr. Brehmer, indicated at an earlier meeting that he anticipates no problem in establishing links between the HMAC website, Cityspan, the DPH website and the City's Intranet. Mr. Lapin is waiting for additional clarification from Mr. Brehmer. Mr. Josloff agreed to prompt Mr. Brehmer to contact Mr. Lapin regarding progress on implementation of the HMAC website.

X. Other Business

Mr. Chan announced that Ms. Cocotis-Stewart will shortly be returning to work following maternity leave and will attend subsequent meetings of the HMAC as representative of the City Attorney's office. Mr. Chan assured the HMAC that he will fully debrief Ms. Cocitis-Stewart on the HMAC's endeavors to modify the Ordinance and committee by-laws.

Mr. Trapani, who is a health educator, has been nominated as a member of the HMAC. At the date of this meeting his paperwork is still being processed for this position. (Seat #6).

XI. New Business/Old Business/Next Months Agenda

Next months agenda will include discussion and possible vote on the Committee's by-laws, discussion on modifications of the HMAC ordinance, review of draft Health Commission resolution for Mr. Popkin, and goals for the HMAC. Ms. Fandel will arrange to have a representative from PG&E give a brief presentation on the company's Y2K preparations.

The Committee adjourned at 10:00 a.m.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

5.5

HAZARDOUS MATERIALS ADVISORY COMMITTEE

/2/99

ANNOUNCEMENT OF A MEETING

Date: Thursday, December 2, 1999
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

I	Introduction, Announcements, Approval of Minutes of 5/6/99, 6/3/99, 8/5/99, 9/2/99, 10/7/99 and 11/4/99.	8:30 - 8:35
II	HMUPA Report – Sue Cone • Y2K Update • CUPA Conference	8:35 – 8:50
III	EHMS Report – Ben Gale • 1 Arkansas • Introduction of Jack Breslin	8:50 – 9:00
IV	Presentation on PG & E's Y2K Preparations	9:00 – 9:15
V	Discussion on Modification of HMAC Ordinance	9:15 – 9:25
VI	Item: Discussion and Vote on Revision to Committee's By-laws	9:25 – 9:30
VII	Discussion on HMAC Goals for Year 2000	9:30 – 9:45
VIII	Review of Health Commission Resolution	9:45 – 9:50
IX	Discussion on Development and Implementation of HMAC Website	9:50 – 9:55
X	New Business/Old Business/Next Months Agenda	9:55 – 10:00

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15.5

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

/2/99

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: December 2, 1999

Members Present:	Michael Delano, Susan Fandel, Jerry Grey, Doug Kern, Donald Lapin, Steve Medbery, Anthony Sacco, Ross Tibbits, Mark Youngkin
Observers Were:	Ben Gale (EHMS), Bruce Josloff (EHMS) William Chan (City Atty), Alison Stewart-Cocotis (City Atty), Tim Gallagher (S.F. Port), Rich McCamish (PG &E), Olin Webb (BVHP Advocates); Robert Trapani (Westar Marine Services).
Members Excused:	Gary Floyd, Kathryn Hyde, Steve Smykowski,
Members Absent:	Mark Galbo, Catania Galvan, Jennifer Mann

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The Meeting convened at 8:30 a.m.

I. Introduction, Announcements, Approval of Minutes

The minutes for those meetings held on 5/6/99, 6/3/99, 8/5/99, 9/2/99, 10/7/99, and 11/4/99 were approved unanimously. However, an insufficient number of members were present to constitute a quorum.

II. HMUPA Report – Sue Cone

- **Y2K Update**

Ms. Cone reported that the State Office of Emergency Services provided a grant of approximately $48,000 to the HMUPA to assess the Y2K readiness of businesses that handle hazardous materials within the City and County of San Francisco. At this juncture, HMUPA has invoiced the State for approximately $21,000 and is more than half through the assessment process.

Ms. Cone pointed out that the minimal expenditure for the Y2K assessment is due to the fact that San Francisco does not have within its boundaries a significant number of businesses that rely on embedded chips to manage and process large quantities of hazardous materials. Ms. Cone noted that less than a dozen businesses still remain to be evaluated.

In response to a question from Mr. Medbery, Mr. Gale indicated that both a primary and secondary emergency responder, in addition to their respective back ups, will be on duty from New Years Eve throughout New Years Day.

- **CUPA Conference**

Ms. Cone announced that the California CUPA Forum Conference will be held at the Cathedral Hotel in San Francisco between in February 7th and 11th. Ms. Cone underscored that, for the first time, the Conference will be open to the business community. This, she noted, will greatly facilitate communication and cooperation between regulated industries and regulatory agencies in efforts to reduce both risks and pollution.

Ms. Cone added that she will be participate in a panel discussion at one of the Conference sessions. This discussion will focus on anecdotes that will highlight the successful outcomes that have resulted from the joint efforts of various California Health and Fire Departments. Ms. Cone noted that interested parties can register for the conference on-line. She provided the members with copies of the schedule for the Conference. The CUPA Website is **http://www.calcupa.net.**

III. EHMS Report – Ben Gale

- **Introduction of Jack Breslin**

Mr. Gale reiterated that last month he offered his resignation to the City and County of San Francisco and accepted the position of Director of Environmental Management in Santa Clara.

Mr. Gale prefaced his introduction of Mr. Breslin but noting that the latter has been in the employ of the San Francisco Department of Public Health and, more specifically, has been assistant Director both the Consumer and Environmental Management Section for more than two decades. Mr. Gale opined that Mr. Breslin has been an invaluable assistant to him during his approximately eleven years as Director. He underscored that Mr. Breslin possesses a considerable degree of organizational knowledge of both City government in general and the Environmental Health Program in particular.

Mr. Breslin provided the HMAC with a synopsis of his background and experience. He stated that he was born and raised in San Francisco and that he has worked in City government since 1971. For the last several years Mr. Breslin has been commuting on weekends to Sacramento, where is his wife and children reside. His wife holds a position at the U.C. Medical Center at Davis.

Mr. Breslin emphasized that he has been involved with the Hazardous Materials program since its inception and participated in the early phases of development of the Hazardous Materials Program along with Dr. Meredith, Ms. Theresa Serata, Mr. Bill Lee and Mr. Bruce Tsutsui. In this capacity Mr. Breslin was involved in the University Mound Project which involved clean up of PCBs.

In his capacity as Hearing Officer for abatement hearings Mr. Breslin has continued his involvement with Hazardous Materials issues. All the cases that HMUPA presents to the Health Department for resolution are heard and reviewed by Mr. Breslin. Mr. Breslin noted that over the last few months he has had the opportunity to accompany HMUPA staff on field inspections. Consequently he has garnered a great deal of insight into both the procedures of the HMUPA and the issues that challenge that important and vital program.

Mr. Breslin concluded that he looks forward to working with the HMAC. He noted that Dr. Bhatia has requested that Ms. Cone continue to be the primary liaison between the HMAC and the EHS.

On behalf of the HMAC Mr. Kern thanked Mr. Gale for his many years of support for the Committee and welcomed Mr. Breslin's support and advice.

IV. Presentation on PG & E's Y2K Program

Mr. Rich McCamish of PG & E provided the HMAC with an update on the company's "Year 2000 Program." The program was implemented in 1996 and was originally budgeted for 268 million dollars. However, $223 million in total costs to PG&E and its subsidiaries has now been estimated to complete remediation. Of that amount, PG&E is expected to spend approximately $97 million. The downsizing of the budget was due to the fact that it was later determined that there were fewer numbers of imbedded, date sensitive chips within the pole line hardware.

Mr. McCamish stated that at the peak of remediation efforts, 500 people, statewide, were working on the project and that at the end of September PG& E declared itself Y2K compliant on mission –critical items. In this context, Mr. McCamish stated that testing has been completed and certification given to 100% of in-house software, vendor software, embedded systems, and computer hardware. He pointed out that even with 100% certification, external interdependencies could effect the ability of the company to be fully 2000-ready.

Mr. McCamish reiterated that the focus of the Y2K effort has been on systems that are mission-critical to the company and to its large commercial and industrial customers. They are as follows: Systems that provide outage information; systems that monitor the transmission of gas and electricity; safety related systems at nuclear facilities and power plants; computer and telecommunication infrastructure that supports business operations and customer billing and metering.

Mr. McCamish explained that with deregulation there has been a modification in the manner in which energy is delivered. The California Independent System Operator or ISO schedules and transports power over the statewide grid. In addition, PG&E buys power from the California Power Exchange or PX. Together with the ISO, PX, Western Systems Coordinating Council (WSCC) and the North American Electric Reliability Council (NERC); PG& E is developing contingency plans and is conducting drills to review and test these plans. Mr. McCamish added that PG&E is also participating with the ISO and other utilities in two nationwide Y2K drills.

Mr. McCamish indicated that the ISO is requiring a 20% energy surplus in the California grid during the year end roll over. In addition, portions of the Western grid will be operating with a 50% reserve. Assuming there is a power shortage in one portion of the grid, power can be shunted to that location from another area of the grid.

Mr. McCamish noted that the typical Y2K problems PG &E has encountered at substations are found in devices that may cause an incorrect date to be recorded, but would not affect safety, reliability or grid stability. Testing on relay systems a have not revealed Y2K problems. Mr. McCamish underscored that during the roll over (December 31, 1999 through January 4th, 2000) PG&E is planning to have essential personnel on site at power plants and substations. In addition Distribution Emergency Centers and Call centers will be open. Already, major lines of communication have been established with the State Office of Emergency Services.

Mr. McCamish reported that according to NERC's April 30th report that "...Y2K problems in nuclear facilities do not represent a public health and safety issue."

Mr. McCamish stated that deliveries of gas should not be greatly impacted by electrical outages. He qualified that most of the gas that is purchased for California customers comes from outside the State. The gas is transported via pipelines at certain pressure levels that are maintained and monitored by pumping stations that mostly operate with gas. These operating systems also have safety and back-up devices that will operate and automatically protect the gas delivery systems.

Mr. McCamish concluded by underscoring that PG&E, as a result of stringent testing and certification procedures, does not anticipate any major disruption to electrical power in the State. To access further information on PG& E's Y2K preparations the company's web page is http://www.pge.com.

V. Discussion on Modification of HMAC Ordinance

Mr. Kern distributed revised copies of his proposed draft revision of the HMAC Ordinance to change the number of seats on the Committee. Two alternatives were proposed. The first would reduce the number of seats from 21 to 17. A quorum would then consist of 9 members. The second would reduce the number of seats from 21 to 14. A quorum would then consist of 8 members.

There has been consensus from the HMAC to adopt the second proposal, as voiced in its November 1999 meeting. In light of this fact, Mr. Kern distributed copies of draft letter addressed to the President of the Health Commission that recommends this proposal. Because a quorum has not approved the proposal, Ms. Stewart-Cocotis advised Mr. Kern that the letter should clarify that the proposal is a reflection of the sentiment of the individual members and does not constitute a letter by consent of a quorum. Mr. Kern concurred and circulated a signature sheet for the attending members to sign. This sheet will be an attachment to the letter.

VI. Item: Discussion and Vote on Revision to Committee's By-laws

The by-laws have been revised to state that a **"quorum for the transaction of official business shall consist of one half of all currently appointed members of the Committee."** Due to the fact that a quorum was not present, a vote on the revision was deferred to the next scheduled meeting of the Committee.

VII. Discussion of HMAC Goals for Year 2000

Upon reviewing the draft of Committee Goals for year 2000 several changes and additions were proposed as follows: The following procedural goal was revised. Mr. Medbery proposed a modification to Item #3. The revision reads

"Examine impacts to attendance from ordinance changes. Modify attendance clause in Bylaws as necessary"

The following content goals were revised or added.

Ms. Cone proposed the following change to Item #4: "Develop criteria for an "Excellence" or "Green" award for environmentally conscious, **regulated** businesses, and city agencies"

Mr. Medbery and Mr. Gallagher proposed revisions to Item #5 of content goals. The revision reads "...**make recommendations to the DPH and other appropriate agencies working with the DPH including the Public Utilities Commission and the Regional Water Quality Control Board."**

Mr. Trapani proposed the ideas expressed in the addition of Item #6. The addition reads **"Make recommendations to appropriate City agencies on encouraging public awareness and education on topics such as pollution prevention, proper disposal of household hazardous materials, common releases of hazardous materials that cumulatively impact the environment."**

Ms. Fandel proposed the idea expressed in the addition of Item #7. The addition reads **"Investigate current household hazardous waste disposal opportunities for city residents. Make recommendations on possible improvements to system."**

VIII. Review of Health Commission Resolution for Barney Popkin

Two additional items were added to the draft resolution. They are as follows: **"Whereas, Mr. Popkin maintained an exhaustive and comprehensive email list of colleagues with whom he regularly shared his extensive knowledge of a wide and esoteric range of subjects...."** And **"Whereas, Mr. Popkin offered excellent technical advise on all occasions...."** There was consensus from the Committee to pass the resolution, as written, to the Health Commission for approval.

IX. Discussion on Development and Implementation of the HMAC Website

Mr. Lapin reported that there has not be significant progress on the Website since last reported. Currently, the Website has does not have linkage to Cityspan.

X. New Business/Old Business/Next Months Agenda

Captain Grey reported that SFFD has been very involved with the development of the Metropolitan Medical Strike Team, which has been funded through a variety of Federal monies. In the last two years intensive planning and training has been conducted for that purpose.

Captain Grey has been working closely with Mr. Lee to outfit two Emergency Medical vehicles. It is anticipated that the Hazardous Materials Support vehicle will be in operation for the millennium. This vehicle will contain medical supplies such as antidotes, chemical suits and decontamination equipment. Captain Grey noted that numerous anti-terrorist training activities will be conducted towards the end of December that will involve both DPH and SFFD along with other City, State and Federal agencies.

The meeting adjourned at 10:00 a.m.

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Department of Public Health
Bureau of Environmental Health Management
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San Francisco, CA 94102

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City and County of San Francisco
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ENVIRONMENTAL HEALTH MANAGEMENT

Willie L. Brown, Jr., Mayor
Mitchell Katz, M.D.
Director of Health
Ben Gale, Director

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, January 6, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I	Introduction, Announcements, Approval of Minutes of 12/2/99	8:30 - 8:35
II	HMUPA Report – Sue Cone • Y2K Update • Staff/Personnel Issues • Enforcement Update	8:35 – 9:00
III	Discussion on Modification of HMAC Ordinance	9:00 – 9:15
IV	Item: Discussion and Vote on Revision to Committee's By-laws	9:15 – 9:30
V	Discussion on HMAC Goals for Year 2000	9:30 – 9:40
VI	Discussion on Development and Implementation of HMAC Website	9:40 – 9:50
VII	New Business/Old Business/Next Months Agenda	9:50 – 10:00

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Know your rights under the Sunshine Ordinance! (Chapter 6.7 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: January 6, 2000

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Members Present:	Gary Floyd, Jerry Grey, Kathryn Hyde, Doug Kern, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Ross Tibbits, Mark Youngkin.
Observers Were:	Sue Cone, (EHMS), Bruce Josloff (EHMS), Alison Stewart-Cocotis (City Atty), Tim Gallagher (S.F. Port), Kelly Etherington (CCSF Solid Waste)
Members Excused:	Steve Smykowski
Members Absent:	Michael Delano, Susan Fandel, Mark Galbo, Catania Galvan

The Meeting convened at 8:30 a.m.

I. Introduction, Announcements, Approval of Minutes

Due to the fact that there were an insufficient number of members present, approval of the minutes for December 2, 1999 were deferred to the next scheduled meeting of the Committee.

- **Staffing Issues**

Ms. Cone reported that a 6122 Senior Inspector exam was recently conducted to fill several permanent positions that had previously been filled on a temporary basis. Due to the fact that there were fewer positions than available permanent slots, one employee, who did not score sufficiently high on the exam was demoted to a 6120 Inspector position and will be reassigned to the Consumer Division.

Ms. Cone reported that HMUPA has recently received authorization to hire a secretary. She pointed out that once the secretary has been hired and sufficiently trained, professional staff will no longer be diverted from technical work to perform administrative tasks.

Ms. Cone underscored that the HMUPA will now be operating at the staffing levels required by the Department of Public Health.

- **Enforcement Update**

Ms. Cone reported that, as of this date, no new settlement offers have been accepted. She will provide an update at the next scheduled meeting of the Committee.

II. Discussion on Modification of HMAC Ordinance

Mr. Kern reported that he submitted the letter of proposal to modify the HMAC Ordinance to the Secretary of the Health Commission. That proposal reduces the total membership of the Committee from 21 seats to 14 seats and defines a quorum as 8 seats. Consequently, Mr. Kern was informed by the Commission Secretary that the appropriate protocol to seek approval of the proposal by the Commission is to submit the proposal through Ms. Cone who will, in turn, forward the proposal to DPH Administration for approval. At that juncture, according to Mr. Kern, either he or Ms. Cone will present the proposal before the Health Commission for approval.

Ms. Cone reminded the Committee that the City Attorney's office will provide a draft of the amended Ordinance to the EHS. The EHS will forward the proposal and draft Ordinance to the Health Commission Secretary who will schedule a hearing before the Commission. Ms. Stewart-Cocotis indicated that she hopes to have a draft completed for the next scheduled meeting of the Health Commission.

Mr. Medbery offered that once the resolution to amend the Ordinance has been put forward by the Health Commission to the Board of Supervisors, he would not anticipate any difficulty with passage of the amended Ordinance.

IV. Item: Discussion and Vote on Revision to Committee's By-laws

Mr. Kern acknowledged that the attending members of the Committee have voiced support to revise the by-laws to conform with the Charter. However, a vote on the revision to the by-laws has been deferred due to the fact that a quorum was not present for this meeting.

V. Discussion of HMAC Goals for Year 2000

Mr. Kern distributed copies of the revised Resolution entitled "Committee Goals for Year 2000." The revisions were based upon suggestions offered by Committee members at the December meeting of the HMAC.

With regard to **Be It Resolved, Item #3**, Mr. Medbery underscored that the Committee should be very circumspect in the manner in which it encourages attendance. He clarified that some members may have high absentee rates but that, nonetheless, their expertise and input are highly valued.

With regard to **Be It Further Resolved, Items #1 and #2**, Captain Grey advised the HMAC to consider the overhead that would be incurred and the manpower that would be required to develop an inventory of abandoned, potentially hazardous sites. In addition, the criteria used to prioritize remediation must be closely analyzed before information regarding these sites is disseminated to the public. Mr. Kern concurred.

With regard **to Be it Further Resolved, Item #2**, Captain Grey proposed that **"cleanup"** be replaced with a more generic term, i.e. **"action."**

Ms. Stewart-Cocotis suggested that the DPH may already maintain a list of abandoned sites that would be useful to the HMAC, but that the Committee should be mindful of the resource limitations of the HMUPA to evaluate these sites. Mr. Kern concurred.

Mr. Kern noted that he was involved in the San Francisco "Brown Fields Project" and that, based upon his experience with that project, a significant number of properties in the Hunters Point area were identified for potential redevelopment. In addition, one private site is about to undergo commercial redevelopment.

With regard to **Be it Further Resolved**, Captain Grey underscored that **Items #6 and #7**, that focus on awareness, education and information dissemination, should be the Committee's top priorities. He argued that the HMAC should shy away from efforts to micro manage other City agencies.

Captain Grey cited the success of the Household Hazardous Waste Program as an example of effective public awareness and education. In this light, he suggested that the HMAC website provide information and advice to the public on the proper handling of hazardous materials, HMUPA registration procedures, contacts, phone numbers as well as links to other City agencies and programs that provide environmental services.

Ms. Stewart-Cocotis interjected that the new Sunshine Ordinance requires that all City agencies host websites.

Ms. Stewart-Cocotis stated that in articulation of its goals, the HMAC should refer back to the Hazardous Materials Ordinance, **Section 1103.2. Powers and Duties.** Ms. Stewart-Cocotis noted that **Section 1103.2, Item 5C** emphasizes the **advisory role** of the HMAC with regard to inter-agency recommendations for regulating hazardous materials. Mr. Kern concurred and stated that the revised goals adhere closely to **Section 1103.2.**

VI. Discussion on Development and Implementation of the HMAC Website

Mr. Lapin stated that he has not yet heard from Mr. Brehmer, MIS manager for EHS, regarding final implementation of the HMAC website. He will follow up with a call to Mr. Brehmer. Mr. Tibbits offered to assist Mr. Lapin with elaboration of the prototype website.

VII. New Business/Old Business/Next Months Agenda

Captain Grey announced that he will shortly retire after thirty years of service with City and County of San Francisco. At this time it is not clear as to whether his replacement, Captain Kevin Burke, will participate on the HMAC.

On behalf of the Committee, Mr. Kern thanked Captain Grey for his thirty years of service and wished him well.

Captain Grey reported on the success of Metropolitan Medical Task Force's operations during Millennium celebrations. The task force was consolidated at Fire Station #38 and consisted of DPH personnel; a bomb squad unit; the Rescue One unit; SFPD personnel; an SFFD battalion chief; and a newly retrofitted Hazardous Materials vehicle manned with Hazardous Materials specialists. Captain Grey summarized that, though the task force was not called into action, its operations amounted to a successful drill.

Ms. Hyde asked Ms. Etherington if she could provide an update on the status of the florescent light disposal law and requirements and their impact upon small businesses. Ms. Etherington agreed to have a representative from her agency report to the HMAC on the provisions and regulations of this law.

The Committee adjourned at 9:30 a.m.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

5.5
2
3/00

ANNOUNCEMENT OF A MEETING

Date: Thursday, February 3, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

I	Introduction, Announcements, Approval of Minutes of 12/2/99 and 01/06/00	8:30 - 8:35
II	HMUPA Report – Sue Cone • Staff/Personnel Issues Interview process for applicants for 1444 Secretary • Enforcement Update Enforcement Settlements	8:35 – 8:40
III	Presentation on New, Revised Sunshine Ordinance and its Impact on Proceedings of the HMAC – Amy Ackerman, Deputy City Attorney	8:40 – 8:50
IV	Discussion on Resolution to Modify Hazardous Materials Ordinance Re: Letter of Proposal to Chairman of Health Commission	
V	Action Item: Discussion and Vote on Revision to Committee's By-laws Re: Draft of By-laws	8:50 – 9:00
VI	Discussion on HMAC Goals for Year 2000 Re: Draft HMAC 2000 Goals Document	9:00 – 9:30
VII	Discussion on Development and Implementation of HMAC Website	9:30 – 9:50
VIII	New Business/Old Business/Next Months Agenda	9:50 – 10:00

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Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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(HMAC)

MINUTES

Date: February 3, 2000

Members Present: Susan Fandel, Jerry Grey, Kathryn Hyde, Doug Kern, Donald Lapin, Steve Medbery, Anthony Sacco

Observers Were: Sue Cone, (DPH - EHS), Bruce Josloff (DPH - EHS), Alison Stewart-Cocotis (City Atty), Jackie Minor (City Atty), John King (Seton Tech)

Members Excused: Gary Floyd, Steve Smykowski

Members Absent: Michael Delano, Mark Galbo, Catania Galvan, Jennifer Mann, Ross Tibbits, Mark Youngkin

The Meeting convened at 8:30 a.m.

I. Introduction, Announcements, Approval of Minutes

Due to the fact that there were an insufficient number of members present to constitute a quorum, approval of the minutes for December 2, 1999 and January 6, 2000 were deferred to the next scheduled meeting of the Committee.

II. HMUPA Report – Sue Cone

- **Enforcement Update**

Ms. Cone reported that there was a recent settlement involving a gasoline spill which occurred at a Unocal service station more than a year ago. Two administrative complaint orders were issued in this case to the two responsible parties.

One party is TOSCO, which is the UST owner. The other party is Service Station Properties, Inc. which is the company that manages the service station. Tosco settled for $10,200. Part of that settlement includes linkage of the HMUPA with Tosco's alarm system. Specifically, when a UST goes into alarm status, the HMUPA will be notified by way of e-mail. Ms. Cone stated that the penalty amount was small but that it was appropriate, given the fact that Tosco is an off site operator. Ms. Cone suggested that in some important respects, the company's willingness to establish the alarm relay with HMUPA is more significant than the monetary settlement.

On the other hand, Ms. Cone indicated that Service Station Properties, Inc. has thus far refused to settle, and that this company will be called to an administrative penalty hearing.

Ms. Cone reported that a complaint order was also issued to a sewing company which recently purchased a facility from the Coca Cola Company and converted it into a sewing factory. Evidently, as part of the property transfer to the sewing company, the latter also purchased USTs and above ground tanks. These tanks contain a variety of chemicals and solvents that are now classified as hazardous waste. The owner has refused to cooperate with HMUPA insofar as of analyzing, reporting and appropriately managing (i.e. disposing) of these materials. At this juncture a final complaint order has been issued in the amount of $68,000.

Ms. Cone concluded by stating that there are a total of five complaint orders in varying stages of enforcement.

- **Staffing Issues**

Ms. Cone reported that several candidates for the 1444 Secretary I position with HMUPA have been interviewed and that three of these have been chosen as finalists. She anticipates that the selection process will be completed within the next two weeks and that the position will be offered. Ms. Cone commented that the pool of applicants are highly qualified and that the addition of a new secretary will greatly relieve the administrative pressures currently experienced by inspector staff.

III. Presentation on New, Revised Sunshine Ordinance and its Impact on the Proceedings of the HMAC – Jackie Minor (City Atty)

Ms. Minor distributed copies of the a summary of Proposition G issues and proceeded to provide a summary of changes to the Sunshine Ordinance. Ms. Minor clarified that Proposition G, which is a rewrite of the existing Sunshine Ordinance, was passed by the voters in November 1999.

Ms. Minor stated that one of the new provisions of the Sunshine Ordinance is mandatory training for department heads, members of boards and commissions. Letters of notification, issued by the Mayor's Office, will soon be mailed to the members of the HMAC. Ms. Minor announced the dates and venues of the training sessions are as follows: The first two sessions will be held at the Bill Graham Auditorium on February 24th from 6:00 p.m. to 8:00 p.m. and February 26th from 10:00 a.m. to 12:00 p.m. The third session will be held at the Koret Auditorium on March 1st from 11:30 a.m. to 1:30 p.m.

Ms. Minor stated that the sessions will offer very detailed information regarding open meeting public access laws and an overview of conflict of interest laws.

By way of an overview Ms. Minor explained that Pre-Proposition G includes two State laws and two local laws. The State laws include the Brown Act which regulates meetings of legislative bodies i.e. Board of Supervisors and City and County Boards and Commissions; and the California Public Records Act which regulates access to public records.

Ms. Minor clarified that the State set a minimal standard and that localities were given the option of setting more stringent requirements. Consequently, San Francisco voters passed the initial Sunshine Ordinance in 1993 which made more records available than was initially required by State law and also created the "passive meeting" category. The "passive meeting" category greatly increased the number and kinds of meetings that are subject to the open meeting requirements of the State law.

In addition, the Sunshine Non Profit Ordinance was approved by voters. This ordinance gives the public limited right to attend meetings and inspect certain financial records of contract negotiations with nonprofits when those contracts exceed $250,000.

Ms. Minor underscored that, depending upon whether a body or organization is a Federal or State or local entity, it may only be subject to Federal or State or local (i.e. Sunshine Ordinance) disclosure laws.

Ms. Minor reviewed a major revision in the Sunshine Ordinance with respect to Proposition G. She clarified that there is no longer is an exemption, referred to as the "catch all" provision, that had previously enabled policy entities to weigh the public's need for disclosure against the policy entity's need for confidentiality, or non disclosure. One of the impacts of this change has been to mandate that the Mayor, department heads and the City Attorney maintain calendars and to make those calendars available to public disclosure.

Ms. Minor underscored that the provision of the Sunshine Ordinance pertaining to "passive meetings" will likely have the greatest impact on this Advisory Committee. In essence, a subcommittee (or passive body) that does not constitute a quorum will have to hold public meetings and, though no formal notice is required, the subcommittee (or passive body) must endeavor to post the notice on the City's website whenever possible. An agenda is not required, however if one is prepared, it must be disclosed upon request.

In addition, Ms. Minor noted that the definition of a passive meeting body has been expanded to include some "employee –only" committee meetings.

Ms. Minor indicated that the formalized appeals and penalties process for violations will be reviewed, in depth, at the formal training sessions. She stressed, however, that penalties will be expensive and the appeals process will be consuming. Consequently, policy bodies must be very careful in their deliberations to follow the requirements of the Sunshine Ordinance. In this light, Ms. Minor emphasized that questions regarding Committee activities should always be directed to a representative from the Office of the City Attorney.

Ms. Minor noted that the Sunshine Ordinance requires that every City Department establish a records retention policy that specifies the categories of records and the length of record retention i.e. archiving. Under Proposition G, the City Administrator must post an index of all City records on the City's website. This project is about to commence. As a part of this process, representatives from the City Administrator will request the record retention policies from each City Department.

Ms. Minor concluded by stating that the full text of the revised Sunshine Ordinance can be accessed through the Board of Supervisors web page at **http://www.ci.sf.ca.us/bdsupvrs/.**

IV. Update on Resolution to Modify Hazardous Materials Ordinance

Ms. Stewart-Cocotis provided the HMAC with an update on the anticipated timeline for amendment of the Hazardous Materials Ordinance. This timeline is based upon the assumption that that there will be no challenge to the amendment. She reported that Supervisor Bierman plans to introduce the amendment at the next board of Supervisors meeting on February 7. Subsequently, the Public Health and Environment Committee should hear the amendment at their February 24th meeting. The Board of Supervisors should then hear the Committee's recommendation at the February 28th meeting of the Board of Supervisors.

The Board of Supervisors will then hear the amendment again at its next scheduled meeting on March 6th. It is hoped that that the amendment will be passed. The amended ordinance will then go to the Mayor for signature. The Mayor must sign the ordinance within ten days. The amended ordinance goes into effect thirty days after the Mayor's signature, which would be April 17th.

Ms. Stewart-Cocotis advised Mr. Kern to attend the Public Health and Environment Committee meeting on February 24th, at 1:00 p.m. at City Hall, Room 263. Public testimony will be heard at the Committee meeting.

Ms. Stewart-Cocotis underscored that if the amended ordinance goes into effect on April 17th, then the HMAC's quorum will consist of eight members.

V. Discussion and Vote on Revision to Committee's By-laws

Ms. Stewart-Cocotis distributed copies of the revised Committee by-laws to the Committee members for their review. She pointed out that a vote cannot be taken at this time due to the fact that a quorum is not present.

Ms. Stewart-Cocotis clarified that with the exception of the section on attendance, which was deleted, and the change in the definition of a quorum, the by-laws are essentially unaltered. They have been reformatted to fit a by-laws template currently used by the City Attorney's office. **Section #5**, which defines a quorum, has been redefined to conform to the expected amendment to the ordinance. The definition of a quorum reads as follows: "**Based on a membership of fourteen, eight members constitutes a quorum. Likewise, eight affirmative votes are required for the approval of any matter.**"

Mr. Kern interjected that an attendance policy will be developed and incorporated into the by-laws at such time that the HMAC has a working quorum to develop and vote on such a policy.

In response to a question from Captain Grey, Ms. Stewart-Cocotis stated that "vote by proxy" or vote by an alternate is not permitted, and that it is incumbent upon the HMAC to assure that a quorum of seated members are present for calendared action items. She affirmed, however, that an alternate can attend meetings for the purpose of providing and gathering information for an appointed member. In response to a question from Mr. Sacco, Ms. Stewart-Cocotis stated that if a member anticipates early departure from a meeting, the Committee should move agenda action items to the beginning of the meeting.

VI. Discussion on HMAC Goals for Year 2000

With regard to **Item #7, Under Be It Further Resolved**, Captain Grey proposed the following amendment: "Develop criteria for an "Excellence" or "Green" award for environmentally conscious, registered businesses, city agencies, **or individuals.** There was consensus from the Committee and Mr. Kern agreed to a redraft of the Item.

With regard to **Item #8, Under Be It Further Resolved,** Captain Grey proposed that the reference to Hunters Point Naval Shipyard be deleted. He argued that there are numerous sites throughout the City that are in need of remediation. There was consensus from the Committee and Mr. Kern agreed to a redraft of the Item.

VII. Discussion on Development and Implementation of HMAC Website

Mr. Lapin reported that he had recently spoken with Mr. Jim Brehmer, MIS Manager of DPH-EHS. Mr. Brehmer indicated to Mr. Lapin that at this juncture Ms. Cone needed to contact DPH External Affairs at 101 Grove. That group must review and approve the content of the proposed website before it can be linked into the Public Health and City Span URLs. Ms. Cone agreed to contact DPH External Affairs at her earliest convenience.

In response to a question from Ms. Cone, Mr. Lapin stated that the current HMAC page on the EHS website should be revised so that a simple reference to the HMAC website is displayed on the EHS page and a link to the that website is provided. In addition, He said it would be preferable to link the HMAC website directly to City Span.

VIII. New Business/Old Business/Next Months Agenda

Mr. Lapin commented on a recent San Francisco Chronicle article that reported on a national survey of the efficiency of City governments. Evidently, San Francisco City government was given a low rating. Ms. Cone stated that the large deficits facing the San Francisco Health Department figured into the low grade. She indicated that much of the deficit is being incurred by the public hospitals and health centers and that possible layoffs may occur.

Ms. Cone assured the HMAC that the EHS is fully funded and that it has identified revenues to cover the cost of salary increases and the current level of services. Mr. Kern proposed that a representative from DPH be invited to the HMAC to discuss the Health Department's budget.

The Committee adjourned at 10:00 A.M.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, March 2, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

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II	HMUPA Report – Sue Cone • Enforcement Update • Staff/Personnel Issues	8:35 – 8:45
III	Discussion on HMAC Goals for Year 2000 Re: Draft HMAC 2000 Goals Document	8:45 – 9:00
IV	Directors Report – Dr. Rajiv Bhatia • Introduction of Dr. Lee Moore • DPH Budget Issues	9:00 – 9:10
V	Update on Resolution to Modify Hazardous Materials Ordinance	9:10 – 9:20
VI	Action Item: Discussion and Vote on Revision to Committee's By-laws Re: Draft of By-laws	9:20 – 9:30
VII	Discussion on Development and Implementation of HMAC Website	9:30 – 9:40
VIII	New Business/Old Business/Next Months Agenda	9:40 – 10:00

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Know your rights under the Sunshine Ordinance! (Chapter 6.7 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: March 3, 2000

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Members Present:	Susan Fandel, Doug Kern, Donald Lapin, Jennifer Mann, Anthony Sacco, Steve Smykowski, Ross Tibbits, Mark Youngkin
Observers Were:	Sue Cone, (DPH - EHS), Rajiv Bhatia, (DPH – EHS), Lee Moore (DPH – EHS), Bruce Josloff (DPH - EHS), Rona Sandler (City Atty)
Members Excused:	Mark Galbo, Kathryn Hyde, Steve Medbery
Members Absent:	Michael Delano, Gary Floyd, Jerry Grey, Catania Galvan

The Meeting convened at 8:30 a.m.

I. Introduction, Announcements, Approval of Minutes

Due to the fact that there were an insufficient number of members present to constitute a quorum, approval of the minutes for February 3, 2000 were deferred to the next scheduled meeting of the Committee. For the record, there were no objections, edits, or additions to the minutes as currently written.

Ms. Cone announced that she soon expects to receive the Form 700 Conflict of Interest Statements and will mail them to the committee members. She underscored that it is essential that members complete the Form 700 as soon as possible in order to comply with the requirements of the City's Ethics Commission.

Mr. Sacco reported that Mr. Medbery is currently involved in discussions with the Board of Supervisor's Finance Committee with regard to anticipated costs for the lead clean-up of a firing range. Mr. Sacco proposed that the clean-up of the firing range be included as an agenda item for discussion at the next scheduled meeting of the HMAC.

Mr. Kern announced that he recently attended a meeting of a subcommittee of the Board of Supervisors at which the revised Hazardous Materials Ordinance was approved. Ms. Sandler, of the City Attorney's office, agreed to provide an update on the status of the revised Ordinance under **Item V** of the Committee's agenda.

II. Director's Report – Dr. Rajiv Bhatia

Dr. Bhatia introduced himself to the members of the committee. Dr. Bhatia is the Medical Director for both the Environmental and Occupational Health Sections for the Department of Public Health Community Health Network.

- **Introduction of Doctor Lee Moore**

Dr. Bhatia introduced Dr. Lee Moore. He emphasized that Dr. Moore has many years of experience in the field of Environmental Epidemiology. Over the last decade Dr. Moore has focused on research into the area of arsenic contamination in municipal drinking water. Dr. Bhatia noted that this concern has recently received great public scrutiny. Dr. Moore also has significant expertise in the field of genetic markers associated with toxicological exposures.

Dr. Bhatia clarified that Dr. Moore's appointment to the Department of Public Health's Environmental Health Section is supported and funded by the PUC. The PUC is concerned with disease potential and chemical contamination in the City's water supply. In this context Dr. Moore is researching the adverse health effects of Trihalomethanes. These compounds are by-products of chlorination disinfection. In addition, Dr. Moore is researching both the levels and effects of arsenic and pathogens in the municipal water supply.

- **EHS Budget**

Dr. Bhatia assured the HMAC that the EHS budget will not be adversely impacted by the Department of Public Health's budget deficit. Specifically, he indicated that staffing for the HMUPA is fully funded and that overall, the environmental programs that are charged with illness prevention and regulatory compliance are fairly solvent. Dr. Bhatia stated that there has been a paradigm shift within the Health Commission with regard to illness prevention and that these programs will be sustained, supported and fully funded.

Dr. Bhatia stated that, as a result of enforcement settlements, the EHS may be able to fund some MIS enhancements to include electronic filing (paperless office) and web accessible data storage. These measures will facilitate both bureau wide and public access to information.

- **Other Business**

Dr. Bhatia reported that he and Ms. Mann are working with the community adjacent to Sutro Tower in an effort to understand and address its concerns related to the health effects of radio frequencies. He indicated that a preliminary review of the studies of human health and radio frequencies suggests that there is no consistent evidence of human pathology, however a more stringent and in depth review of the data will be undertaken.

Dr. Bhatia added that as a member of the Sutro Tower Health and Safety Task Force he is also looking at seismic safety, fire and other health factors associated with proximity to the Tower.

Ms. Mann interjected that she is conducting a comprehensive literature review on radio frequency research and should be able to give a presentation to the HMAC on this material and its relationship to Sutro Tower concerns at the committee's scheduled meeting in May.

III. HUMPA Report – Sue Cone

- **Enforcement Update**

As a follow up to last month's report, Ms. Cone reported on the status of the complaint order of $68,000 issued against a sewing company that had purchased a facility from the Coca Cola company. Ms. Cone explained that, as part of the property transfer, the sewing company also purchased USTs and above ground tanks. These tanks contain chemicals that are now classified as hazardous waste.

As of this juncture The HMUPA is continuing to work with the City Attorney's office to enforce compliance. One approach that is being considered is the imposition of a lien on the property. However, in this case, the City could not collect any penalty monies until or unless the property went into escrow or were refinanced. Ms. Cone underscored that the HMUPA's first priority is compliance.

Ms. Cone reported that an additional settlement is pending with regard to the owner of a high-rise building whose UST is not permitted and not in compliance. The deadline for compliance has been set for next week and the penalty for non compliance is currently assessed at ~ $59,000.

Ms. Cone stated that efforts are being made to standardize enforcement procedures for all the programs in EHS.

- **Staffing Issues**

Ms. Cone reported that Ms. Sukey Schwartz, who is a 1446 Secretary II with the EHS, will be transferring from the reception desk to the currently vacant secretarial position in the HMUPA. Ms. Cone noted that Ms. Schwartz previously worked in the HMUPA and that her experience will be greatly appreciated within the program.

IV. Discussion on HMAC goals for Year 2000

Mr. Kern provided copies of the latest revision to the HMAC goals for Year 2000. He noted that modifications have been made to Items #7 and #8.

Dr. Bhatia suggested that an Item be added that refers to the HMAC's advocacy for Air Quality and that encourages City Agencies (i.e. Planning, Department of Traffic, MUNI) to address ways to reduce emissions from City vehicles. Mr. Youngkin, Mr. Lapin, and Ms. Mann agreed to work with Mr. Kern to draft this additional Item.

V. Update on Resolution to Modify Hazardous Materials Ordinance.

Ms. Sandler offered a tentative schedule for the approval of the modified Ordinance. It is anticipated that the revised ordinance will go to a first reading before the full Board of Supervisors on Monday, March 6th. The second reading will be conducted before the Board on Monday, March 13th. Assuming there are no objections, the revised Ordinance will be passed on March 13th and then will be sent to the Mayor for signature. The revised Ordinance would then go into effect thirty days subsequent to the Mayor's signing. Based on this schedule, the effective date would be April 24th. Ms. Sandler stated that she does not anticipate any difficulties with this time line.

Mr. Kern stated that HMAC should begin to discuss, develop, and draft an attendance policy that would be both reasonable and enforceable. He argued that once the revised ordinance becomes effective the activities of the HMAC will increase and become more critical. In this light, it is important that consistent attendance at meetings be achieved.

VI. Action Item: Discussion and Vote on Revision to Committee's By-laws

Mr. Kern distributed copies the latest draft of the committee's by-laws. He pointed out that the revised by-laws are in accordance with the wording of the revised Ordinance and with the requirements of Proposition G. Because a quorum was not present, a vote on the revised by-laws was deferred. In this light, Ms. Sandler stated that a requirement of Proposition G is that the any proposed amendments to the by-laws be circulated in writing to all HMAC members and noticed to the public within 72 hours prior to a meeting at which amendments will be made.

Ms. Sandler stated that the HMAC could expand its mailing list by conducting a canvass of business, environmental and neighborhood organizations to determine whether its members would wish to be included on the HMAC mailing list. Mr. Kern agreed, that once a quorum is achievable, it would be appropriate to expand the mailing list in light of the expected increase in HMAC activities.

VII. Discussion on Development and Implementation of an HMAC Website

Ms. Cone reported that DPH External Affairs has reviewed the proposed HMAC website and expressed some reservations regarding its implementation. The issue was raised that DPH would have no control over the content of the webpage. Consequently, External Affairs deems it inappropriate to provide official links to its URL. In addition, because the HMAC already has an official section on the Environmental Health URL, External Affairs does not feel it necessary for DPH to offer additional services.

Ms. Sandler stated that it is questionable as to whether the HMAC could establish an independent, "stand alone" website. In addition, she suggested that a possible solution might be to post a disclaimer on the EHS website that states, in effect, that the content of the HMAC website is not controlled or endorsed by the DPH.

Ms. Sandler reminded the HMAC members that URL links to City agencies can be accessed through "Cityspan." The URL address for this site is www.ci.sf.ca.us. Through this web page users can access City ordinances and administrative municipal codes, as well as detailed information pertaining to the functions and policies of specific City agencies.

In response to a question from Mr. Kern, Mr. Josloff stated that the HMAC minutes and agendas are regularly posted on the EHS website. Mr. Kern suggested that this approach may be sufficient. He added that the HMAC website might be used to draft information that could be reviewed by the HMAC. This information could then be routed to External Affairs for approval and posting to the official website.

Ms. Sandler suggested that EHS contact the Department of Telecommunications and Information Services (DTIS) for additional advice and direction. In addition, the HMAC should ask for guidance from Ms. Stewart-Cocotis, as it relates to Prop G issues.

VIII. New /Old Business/Next Months Agenda

The proposed agenda for next month includes an update on the Lead Clean-up at the Firing Range (Mr. Medbery); a discussion on the report of Hetch Hetchy's infrastructure (Mr. Lapin); a discussion on the Groundwater Protection Plan (Mr. Youngkin); and an update on Supervisor Leno's proposed mercury thermometer ordinance. (Mr. Lapin).

Mr. Kern stated that he would like to invite Mr. Tim Gallagher of S.F. Port to attend the meeting in May to report on contamination issues along the Port's water front. Ms. Mann will present a report on Sutro Towers in May.

There was consensus that air pollution and groundwater contamination were emerging issues for the HMAC and should therefore be calendared for future consideration. With regard to air quality issues, Mr. Kern asked Ms. Mann to provide the HMAC with some guidance and a summary of air quality issues related specifically to the use of diesel engines.

The Committee adjourned at 10:00 A.M.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, April 6, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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AGENDA

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

I	Introduction, Announcements, Approval of Minutes of March 3, 2000	8:30 - 8:35
II	HMUPA Report – Sue Cone • Enforcement Update • Do New and Upgraded USTs leak?	8:35 – 8:45
III	Discussion on HMAC Goals for Year 2000 Re: Draft HMAC 2000 Goals Document	8:45 – 8:50
IV	Update on Approval of Revised Hazardous Materials Ordinance	8:50 – 9:05
V	Action Item: Discussion and Vote on Revision to Committee's By-laws Re: Draft of By-laws	9:05 – 9:10
VI	Update on Groundwater Protection Plan – Mr.Youngkin	9:10 – 9:20
VII	Update on Report of Hetch Hetchy's Infrastructure -Mr. Lapin	9:20 – 9:30
VIII	Status of Supervisor Leno's proposed Mercury Thermometer Ordinance – Mr. Lapin	9:30 – 9:35
IX	Report on Impact of Diesel Fuel on Air Quality – Jennifer Mann	9:35 – 9:45
X	Discusion on Development and Implementation of HMAC Website	9:45 – 9:50
XI	New Business/Old Business/Tentative Agenda	9:50 – 10:00

Hazardous Materials
Unified Program Agency
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1390 Market Street, Suite 210
San Francisco, CA 94102

Phone (415) 252-3800
FAX (415) 252-3910

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Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

MINUTES

Date: April 6, 2000

Members Present:	Susan Fandel, Mark Galbo, Jerry Grey, Kathryn Hyde, Doug Kern, Donald Lapin, Jennifer Mann, Anthony Sacco, Steve Smykowski, Mark Youngkin
Observers Were:	Sue Cone, (DPH - EHS), Lee Moore (DPH - EHS), Bruce Josloff (DPH - EHS), Alison Stewart Cocotis (City Attorney's Office), Tim Gallagher (Port of San Francisco), Michele Gelou (Sanitary Fill Company)
Members Excused:	Gary Floyd, Ross Tibbits
Members Absent:	Michael Delano, Peter Demos, Catania Galvan, Darwin Helmuth, Steve Medbery, Robert Trapani

The Meeting convened at 8:30 a.m.

I. Introduction, Announcements, Approval of Minutes

Due to the fact that there were an insufficient number of members present to constitute a quorum, approval of the minutes for March 3, 2000 and previous minutes have been deferred to the next scheduled meeting of the Committee. For the record, there were no objections, edits, or additions to the minutes as currently written.

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II. HMUPA Report – Sue Cone

- **Enforcement Update**

Ms. Cone announced that the City had recently received a settlement from Tosco in the amount of $10,200. This settlement was in relation to a gasoline leak from one of Tosco's sites on Van Ness Avenue. Ms. Cone stated that a settlement has not yet been reached with the operator of the site.

Ms. Cone reported that, as a result of a complaint regarding disposal of a lens tinting formula down a drain by the staff of a local optician franchise, the HMUPA requested a sample analysis lens tinting mixture. The resulting bio - assay of the mixture indicated that the material was toxic. However, confusion arises in that PUC's Industrial Waste regulations appear to be in conflict with HMUPA small waste generator regulations. Specifically, PUC does not consider the disposal of this mixture, in small quantities, to be illegal. On the other hand, HMUPA regulations would regard that level of discharge as illegal. She added that the HMUPA is working with Mr. Medbery of PUC to resolve this inconsistency.

- **Do Upgraded UST's leak?**

Ms. Cone reported that legislation was past last year requiring the State Water Board to address the problem of potential UST leaks. One of the stipulations of this legislation is that the Water Board will conduct a study throughout the State that will focus on the possible incompatibility of MTBE and other oxygenates with the upgraded USTs. The study's hypothesis is that the upgrade requirements may not be sufficient to prevent leaks. The Water Board will drill borings at various UST sites and will investigate approximately thirty UST sites throughout San Francisco. The HMUPA will cooperate with the Water Board to facilitate this study.

III. Discussion of HMAC goals for Year 2000

Mr. Kern acknowledged Mr. Lapin's notable contribution to the Committee Goals. It is as follows: Under content goals, Item #9:**"Identify and recommend to DPH the means by which the City might have a positive influence on regional air quality, through the actions, policies, and/or regulations of its various agencies."**

IV. Update on Approval of Revised Hazardous Materials Ordinance

Ms. Stewart-Cocotis reported that the Board of Supervisors passed the ordinance at its first reading on March 6th. On March 13th the ordinance was passed after its final reading by the full Board. The Mayor signed the revised Ordinance on March 24th. The Ordinance will go into effect 30 days from that signing. Consequently, the revised Ordinance will apply to the next scheduled meeting of the HMAC on May 4th, 2000.

V. Action Item: Discussion and Vote on Revision to Committee's by-laws

Mr. Kern reminded the members that all revisions were intended to make the by-laws consistent with the City's charter and the required wording of Proposition G. Because there were an insufficient number of members present to constitute a quorum, a vote on the current draft was deferred to the next scheduled meeting of the HMAC.

Ms. Stewart – Cocotis reminded the secretary that amendments or adoptions of by-laws require a minimum of 10 days advance notice prior to that meeting.

Mr. Kern stated that HMAC should begin to discuss, develop, and draft an attendance policy that would be both reasonable and enforceable. He argued that once the revised ordinance becomes effective the activities of the HMAC would increase and become more critical. In this light, it is important that consistent attendance at meetings be achieved.

VI. Update on Groundwater Protection Plan – Mr. Youngkin/Dr. Moore

Mr. Youngkin stated that he had obtained a copy of the San Francisco Water Department's Groundwater Protection Plan, dated July, 1996. He was not certain that a final version of the Plan was published. Mr. Youngkin noted that more recently the Water Department was subsumed into the San Francisco Public Utilities Commission.

Mr. Youngkin summarized by stating that five goals were enunciated in the Groundwater Protection Plan as follows: Protect and enhance groundwater quality (prevent saltwater intrusion; reduce risk of future groundwater contamination; increase hydrogeologic data regarding the City's groundwater resource); Coordinate groundwater use; Protect and conserve related Water resources; Improve ability to deliver water during emergencies; and Maximize groundwater use. Mr. Youngkin offered it would be appropriate that the HMAC would focus its efforts on the first goal i.e. Protection and enhancement of groundwater quality. Mr. Youngkin underscored that based upon his review, the Plan is very ambitious but that to his knowledge it has never been finalized.

Dr. Moore suggested that interest in groundwater conservation peaked during the drought periods experienced by the region throughout the 1980s, but that a surplus of sufficient rainfall in the 1990s has caused this interest to significantly diminish.

Dr. Moore stated that, based upon her review of the PUC's Groundwater Master Plan, as currently published on its website, and in discussions with Ken Sato of the EHS Water Program, the Northern and Bay side regions of the City have high levels of groundwater contamination, whereas the western region of the City has relatively clean groundwater resources. Mr. Gallagher interjected that most of the bay front area consists of landfill derived from 1906 earthquake building debris. Consequently the soil and groundwater contamination is quite severe.

Dr. Moore pointed out that the groundwater in the sunset district and the area adjoining Lake Merced is relatively clean. Consequently, efforts are being made to conserve this area. Because the groundwater is drinkable, the PUC is proposing to install well sites in this area; develop and implement saltwater intrusion plan network; and reduce the risk of future groundwater contamination and implement a well head protection program.

Mr. Kern proposed that a representative from PUC, possibly in conjunction with a representative from the DPH Water Quality Program and the Local Oversight Program, be invited to report on the status of Groundwater conservation efforts by both agencies.

Dr. Moore provided HMAC members with copies of the excerpts from the PUC Groundwater Protection Master Plan. The plan is available for review and print out at: **www.ci.sf.ca.us/puc/html/014.htm.**

VII. Update on Report of Hetch Hetchy's Infrastructure – Mr. Lapin

Mr. Lapin provided HMAC members with copies of the San Francisco Public Utilities Commission Facilities Reliability Program. Mr. Lapin explained that the program has three phases as follows: Phase 1 Facilities Assessment, Phase 2 Regional System Overview & Reliability Response, and Phase 3 Risk Assessment & Alternative Solutions.

SFPUC staff completed Phase I - Facilities Assessment in January 1996. Phase I assessed the vulnerability of individual SFPUC water and power facilities using information from managers, engineers, operators and maintenance crafts familiar with their condition and use. The analysis resulted in a list of critical facilities, ranked in order of importance to SFPUC water deliveries or power revenues, and identified a number of projects for early implementation to effect immediate improvements in SFPUC system reliability. Major capital improvements recommended in the Phase I analysis formed the core of the Proposition A Water System Reliability Improvements bond program approved by San Francisco voters in 1997.

The recently completed Phase II - Regional System Overview & Reliability Response study simulates overall SFPUC water system reliability in the event of a major earthquake on the San Andreas, Hayward, Calaveras or Great Valley Faults. The study used the most current understanding of effects on infrastructure from ground shaking, fault crossing and liquefaction to estimate potential impacts to SFPUC facilities. The Phase II analysis resulted in a recommended program of seismic improvements to increase overall SFPUC system reliability.

Implementation of Phase I recommended improvements is now underway. The SFPUC has initiated some projects recommended in Phase II, and will continue to implement reliability improvements as funds become available. Additional analysis is required in Phase III - Risk Assessment & Alternative Solutions to refine estimates of SFPUC emergency response capabilities, assess the vulnerability of critical individual SFPUC facilities to a variety of risks and recommend solutions that reduce the risk and impacts of potential system failure.

Mr. Lapin underscored that in the event of a catastrophic earthquake along the San Andreas faultline, water flow from Hetch Hetchy could be interrupted for up to thirty days. Potable water will only last approximately 5 days. Given this eventuality, Mr. Lapin proposed that the HMAC propose and recommend alternative sources of drinking water.

Mr. Lapin noted that according to the PUC Water Quality Report, seismic upgrades to water facilities alone are estimated to be $350 million. In addition, replacement and repair of hundreds of miles of aging mains and other improvements to storage and distribution systems will cost more than $1 billion over the next 10 years.

To highlight the seismic vulnerability of the Hetch Hetchy Water system Mr. Lapin emphasized that the Hetch Hetchy Watershed infrastructure, that provides 82% of the City's water, is literally crumbling. Furthermore, the pipelines that conduct the flow of water from Hetch Hetchy to the Crystal Springs reservoir (which lies on the San Andreas Fault) cross through numerous fault zones. Dr. Moore added that these pipes were installed in the 1920s. At that time digging equipment was limited so the pipes were laid in the softest soils. These soils are subject to extreme liquefaction.

Dr. Moore underscored that in the context of a catastrophic earthquake, the groundwater in the western region of the City, as well as the water from Lake Merced, could be utilized as drinking water.

Mr. Kern thanked Mr. Lapin and Dr. Moore for the thoroughness of their reporting on groundwater and seismic issues and suggested that representatives from both the PUC and SFFD be invited to report on the seismic infrastructure of their reservoir and pumping systems. He suggested that the HMAC consider drafting a report on the issue of Water Quality and seismic retrofitting. The PUC Facility Reliability Study can be accessed www.ci.sf.ca.us/puc/reliability/execsum.htm.

VIII. Status of Supervisor Leno's proposed Mercury Thermometer Ordinance – Mr. Lapin

Mr. Lapin reported that Supervisor Leno has drafted an ordinance, which bans the sale in San Francisco of home fever theromometers that contain mercury. Mr. Lapin noted that though digital thermometers that are disposable, are increasingly common, the old-fashion mercury devices are still sold. Mr. Lapin pointed out that one drugstore chain, Rite Aid, no longer sells mercury thermometers.

Mr. Lapin underscored that mercury is highly toxic and that it accumulates in the food chain and can cause serious organ damage to humans. He added that the combustion of mercury in waste disposal processes is a major source of contamination in air and water and that fever thermometers account for approximately 17 tons of disposed mercury every year.

Mr. Lapin observed that wall thermometers and thermostats containing mercury are still being sold. However, he argued that the ordinance is based, in part, on consumer practicality and that a variety of calibration instruments have no alternative to the use of mercury..

Ms. Cone interjected that the Solid Waste Management Program will be conducting a thermometer exchange program at several fire stations next month. Citizens will be able to drop off their mercury thermometers at specific locations and are given vouchers to purchase digital thermometers.

Mr. Lapin noted that Palo Alto has banned mercury thermometers and has collected 35 pounds of mercury during voluntary thermometer collection efforts.

Mr. Lapin pointed out that San Francisco does not burn its hazardous waste. Consequently, mercury is not released into the atmosphere. Ms. Hyde interjected that hospital waste is burned and that, depending upon the landfill, some mercury may be combusted.

Ms. Hyde stated that the City's Solid Waste Management Program recently received a grant to conduct a training program for staff at six Bay area hospitals. The goal is to train staff on the proper disposal of mercury and other hazardous wastes.

Mr. Lapin indicated that the PUC is about to implement emission controls for municipal waste combusters which should reduce mercury emissions by ~95%.

Mr. Lapin noted that between 1988 and 1996 there has been a 75% decrease in the use of mercury in manufacturing and products.

Mr. Lapin will inquire with the Department of the Environment as to why wall thermometers and thermostats were not included in the Ordinance. He pointed out that the definition of a mercury thermometer, as defined by Section 4200B.1(b) is limited to a device that measures human body temperature.

Mr. Kern proposed that the HMAC draft a letter in support of the ordinance once its current status has been ascertained. M s. Stewart-Cocotis offered to report on the current status of the Ordinance at the next meeting of the HMAC. She added that the Ordinance will be heard before the Public Health and Environment Committee of the Board in April. Ms. Stewart-Cocotis suggested that representatives from the HMAC might wish to participate. Mr. Kern stated that he will notify the members, by way of email, of the date and time of the hearing before the Public Health and Environment Committee.

IX. Report on Impact of Diesel Fuel on Air Quality – Jennifer Mann

Ms. Mann reported that the City has allocated one million dollars to the purchase of a new diesel bus fleet. Because the Board of Supervisors expressed concern about the report by the California EPA on Risk Assessment of Diesel Fuel, they commissioned both Ms. Mann and Mr. Richard Lee of EHS to review the report, conduct their own study, and offer their assessment of the impact of this report on the purchases of these buses.

By way of background Ms. Mann clarified that the California EPA Risk Assessment concluded that the carcinogenic effects of diesel pollutants is high. Specifically the risk of lung cancer to the general population from cumulative exposures is very significant. Ms. Mann qualified that the Cal-EPA study concluded higher risk factors (1 in 10,000) than did the Federal EPA study. Ms. Mann stipulated that the Cal-EPA risk assessment was conducted with a high level of professionalism and accuracy and that the results are very credible.

Ms. Mann explained that both she and Mr. Lee were asked by the Board of Supervisors to provide a risk assessment of the impact of the additional diesel fleet on both MUNI workers and individuals living in proximity to diesel bus facilities.

Ms. Mann argued that the risk assessment commissioned by the Board was circumscribed because it did not encompass cumulative exposure factors, such as the impact of diesel trucks, but rather focused solely on diesel buses. Also the study was restricted to MUNI workers, and those residents who live in the immediate vicinity to diesel bus barns. Most importantly, she and Mr. Lee were confined to performing measurements of NO_2. This last factor greatly limited the scope of their assessment of suspected emissions of carcinogens.

Ms. Mann stated that the Department of the Environment recently informed her that Supervisor Yaki has just sponsored a resolution on Diesel fuel/Alternative fuels. In addition, the Commission on the Environment is drafting a resolution on Diesel fuel/Alternative fuels. Both resolutions apply to the future purchase of buses and advocate for the use of natural gas, as opposed to Diesel. Ms. Mann argued that electric buses should be considered a valid alternative and that it is not clear to her why they are not being proposed in either of the resolutions.

Ms. Mann opined that an important element that was largely omitted from the Cal-EPA study is the component of diesel that is the criteria air pollutant called particulate matter (PM 2.5 and PM 10). Ms. Mann indicated that numerous adverse health effects have been attributed to PMs, including severe respiratory conditions and mortality rates. She argued that the City should focus efforts on studying the impact of this diesel by-product.

Mr. Kern suggested that before the HMAC pursue the diesel issue any further, the Committee needs to garner more information on the pending diesel/alternative fuels resolutions and contact the Bay Area Air Quality Management District for additional information.

X. Discussion on Development and Implementation of HMAC Website – Mr. Lapin

Mr. Lapin reported that the EHS website has been upgraded and that notice of the HMAC meetings are prominently displayed. Mr. Kern stated that, for the near future, the HMAC should continue to be sponsored by the EHS website and to continue to post its agendas and minutes on the latter's website.

XI. New Business/Old Business/Tentative Agenda

Ms. Mann proposed that a future agenda item include a discussion on the installation of a new power plant. She noted that the power plant in the Bayview Hunters Point is being decommissioned. She qualified that the California Energy Commission (CEC) is already considering a possible new site for a power plant in San Francisco. Ms. Cone interjected that Mr. Lee is participates on a Board of Supervisor's Task Force that is working with the CEC to deal with this issue. She suggested that Mr. Lee be invited to address the power plant issue at the June meeting of the HMAC.

Next month's agenda will hopefully include the following new items: a discussion of Water Supply issues with input from representatives from PUC, EHS and SFFD; A report on the Lead clean-up of the Firing Range (S. Medbery); Introduction and discussion on an HMAC attendance policy; a review of the status of the mercury thermometer ordinance (Kern); Presentation on Port issues (J. Gallagher).

Mr. Kern offered HMAC members copies of the Ethic's Commission Form 700. Completion of this form was required by April 3rd. He stressed that members who have not submitted their completed forms make every effort to do so as soon as possible.

The Committee adjourned at 10:00 a.m..

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT

Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF A MEETING

DOCUMENTS DEPT.
APR 17 2000
SAN FRANCISCO
PUBLIC LIBRARY

Date: Thursday, May 4, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

AGENDA

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

I	Introduction, Announcements, Approval of Minutes of April 6, 2000	8:30 - 8:32
II	HMUPA Report – Sue Cone • Enforcement Update	8:32 – 8:40
III	Discussion on HMAC Goals for Year 2000 Re: Draft HMAC 2000 Goals Document	8:40 – 8:45
IV	Discussion and Vote on Attendance Policy for Inclusion in HMAC By-laws	8:45 – 8:50
V	Discussion on Lead Clean-up of City's Firing Range – Mr. Medbery	8:50 – 9:00
VI	Discussion of Water Supply Issues with Representatives from PUC, SFFD and EHS-Water Quality (Ken Sato) and EHS-LOP (Albert Lee)	9:00 – 9:50
VII	Status of Supervisor Leno's proposed Mercury Thermometer Ordinance – Mr. Lapin	9:50 – 9:55
VIII	New Business/Old Business/Tentative Agenda	9:55 – 10:00

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(Chapter 67 of the San Francisco Administrative Code)

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San Francisco, CA 94102-4683
Office: (415) 554-6171
Fax: (415) 554-6177
E-mail: Rachel_ArnstineO'Hara@ci.sf.ca.us

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Contact Bruce Josloff, Secretary to the Hazardous Materials Advisory Committee, if you wish to inspect documents referred to on the agenda.
Phone: 415-252-3950
Fax: 415-252-3959
E-mail: Bruce_Josloff@dph.sf.ca.us

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

(HMAC)

DOCUMENTS DEPT
MAY 17 2000
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MINUTES

Date: May 4, 2000

Members Present:	Gary Floyd, Doug Kern, Donald Lapin, Steve Medbery, Anthony Sacco, Robert Trapani, Mark Youngkin
Observers Were:	Sue Cone, (DPH - EHS), Lee Moore (DPH – EHS), Albert Lee (DPH-EHS), Ken Sato (DPH – EHS), Bruce Josloff (DPH - EHS), Alison Stewart Cocotis (City Attorney's Office), Mike Hara (SFFD Water Supply), Kelley Etherington (Solid Waste Mgmt)
Members Excused:	Steve Smykowski, Jerry Grey, Kathryn Hyde
Members Absent:	Mark Galbo, Jennifer Mann, Sue Fandel, Ross Tibbits

The Meeting convened at 8:30 a.m.

I. Introduction, Announcements, Approval of Minutes

Due to the fact that there were an insufficient number of members present to constitute a quorum, approval of the minutes for April 6th, 2000 and previous minutes have been deferred to the next scheduled meeting of the Committee. For the record, there were no objections, edits, or additions to the minutes as currently written.

Mr. Medbery reported that PUC Solid Waste and the Department of the Environment have been working closely with Supervisor Leno's office to develop policies towards the disposal of mercury thermometers. These agencies are sponsoring a Mercury Free campaign through the month of May. Residents can take their mercury thermometers to any of eight designated fire stations on Saturday mornings between the hours of 9:00 a.m. and 1:00 p.m. and exchange their mercury thermometers for digital thermometers.

II. HMUPA Report – Sue Cone

- **Enforcement Update**

Ms. Cone reported that has settlement has been reached involving a UST site at 901 Market Street. The settlement was approximately of $45,000. This sum calculated in HMUPA and City Attorney staff time as well as past permit fees retroactive to several years and associated penalty fees for noncompliance.

Ms. Cone announced that HMUPA had requested a bio-assay of a lens tinting formula that is commonly used and disposed of by a major optical franchise in San Francisco. The analysis confirmed that the formula was toxic. The chemist indicated that the dye consists of both an organic compound and a surfactant. Ms. Cone and Mr. Medbery speculated that the toxic component is likely the surfactant. In recent settlement meetings held between representatives form this franchise and HMUPA staff the former maintained that there is no alternative, non-toxic tinting dye.

Subsequently, HMUPA requested a bio-assay of another tint formula commonly used by a rival optical franchise. In this case, the tint formula was determined to be non-toxic.

Ms. Cone reported that the current proprietors of a large site on 3rd Street are beginning to take measures to come into compliance with hazardous materials regulations. This is a consequence of a pending law suit and ongoing meetings that are being conducted between the proprietor, HMUPA, and the City Attorney's Office.

III. Discussion and Vote on HMAC Goals for Year 2000 - 2001

Mr. Kern distributed copies of the latest draft of the HMAC Goals. The only change to the text is to the subtitle that now reads **"Committee Goals For Year 2000 – 2001."** A vote on the adoption of the these goals were deferred due to the fact that a quorum was not present for this meeting.

IV. Discussion and Vote on Attendance Policy for Inclusion in HMAC By-laws

Mr. Kern reminded the members that all revisions were intended to make the by-laws consistent with the City's charter and the required wording of Proposition G.

"The only item that is currently under review by the committee is Item #7 that pertains to Attendance Policy. The following to paragraphs constitute the draft revision authored by Mr.Kern:

Mr. Youngkin and Mr. Medbery proposed that the last sentence of the first paragraph should read "...**may** be considered vacant...." Mr. Trapani proposed that that a sentence should be included that states that the co-Chair will contact the member, through written notification, after the third absence.

Mr. Medbery underscored that the committee should carefully deliberate upon termination of those members who, despite their poor attendance records, make significant contributions to the HMAC.

Mr. Kern stated that there should be no distinction between excused and unexcused absences.

Mr. Kern rephrased the attendance policy, based upon the comments of members, to read:

"Committee members will be allowed three absences from regularly scheduled meetings during any 12-month period, not including leaves of absence. After a fourth absence the member agrees to voluntarily resign from the Committee. The member will receive written notice that their seat is considered vacant and the committee may seek a replacement for the vacated seat.

Upon written request to the Co-chair, a committee member may receive one three-month leave of absence from the committee during a 4-year term of office. Members may request a leave of absence for a period greater than three months. However, the committee, by majority vote, may fill seats where leaves of absence have been granted for periods greater than 3 months."

Mr. Kern proposed the members carefully review the current draft of the by-laws for consideration at the next meeting of the committee.

V. Discussion on Lead Clean-up of Firing Range – Mr. Medbery

Mr. Medbery explained that the property question was originally the Peninsula Sportsman Club Firing Range. The property was leased to the club by the City for a substantial number of years. The Firing Range was used for lead shot. Mr. Medbery qualified that the lease was entered into prior to the passage of the "Clean Water Act."

Mr. Medbery went on to describe the current status of the property. He stated that debris from clay targets, containing lead and Poly Nuclear Aromatic Hydrocarbons (PNAs) pepper the site. In addition, lead shot is adversely impacting both the site and an adjacent site owned by Cargill, Inc. He noted that both a levy and the bottom of a salt pond contain lead shot.

At this juncture the PUC has requested and received from the Board of Supervisors supplemental funding to initiate remedial activities on the site. Initial remediation plans call for the excavation and removal of the clay targets during the month of June. Mr. Medbery noted that the PUC is preparing a Remedial Alternatives Plan that it will present to the Regional Water Quality Board later in May and will begin negotiations with Cargill to remediate lead shot on its site. Currently the PUC has allocated capital improvement monies for the remediation of the lead shot within the next fiscal year.

Mr. Medbery concluded that remediation of all the lead shot and lead debris will be achieved and that all funding and resources will be made available. In conjunction with this enterprise the PUC is conducting an outreach program to the effected communities in San Mateo County and is working with the San Mateo Board of Supervisors.

VI. Presentations on Water Supply Issues and Programs including representatives from PUC (Mr. Steve Medbery), EHS-Water Quality (Mr. Ken Sato), and EHS-LOP (Mr. Albert Lee)

Mr. Medbery's Presentation

Mr. Medbery reviewed a map of San Francisco's Water systems. He noted that San Francisco is fortunate to have one of the purest water supplies in the world. He qualified that Hetch Hetchy is lined granite and is of extremely high quality. The capacity of the Hetch Hetchy constitutes greater than a trillion gallons of water and is composed of approximately three hundred and seventy thousand acre feet.

The Hetch Hetchy system, which serves 2.3 million people in four counties and produces 260 gallons of water a day, comprises 83% the Bay Area's water supply. The system is made up of an intricate system of pipelines, aqueducts and reservoirs originating at Hetch Hetchy, flowing into Moccasin and across the East Bay, and up through the Peninsula and into San Francisco.

Mr. Medbery stated that the findings of a Reliability Study released earlier this year demonstrated that the water system is seismically vulnerable. Though the water system is quite sophisticated, it is 75 years old. Consequently its components were not built to modern seismic safety standards. As a result, significant capital improvements will need to be made to the system to ensure its reliability, particularly in the event of a catastrophic earthquake.

Mr. Medbery stated that the findings of a Reliability Study released earlier this year demonstrated that the water system is seismically vulnerable. Though the water system is quite sophisticated, it is 75 years old. Consequently its components were not built to modern seismic safety standards. As a result, significant capital improvements will need to be made to the system to ensure its reliability, particularly in the event of a catastrophic earthquake.

Mr. Medbery reported that the PUC just adopted a sweeping plan for repairing and improving the water system. The plan also calls for increasing the system's water capacity by 71 million gallons a day, to 310 million gallons, by the year 2050.

Mr. Medbery pointed that though the system can produce 260 gallons of firm yield per day in a normal rain cycle, it is limited to approximately 229 gallons of firm yield per day during periods of drought. Mr. Medbery clarified that the plan also encourages suburban water users to conserve water and to use recycled water. The use of groundwater and surface water is also advocated.

Mr. Medbery pointed out that there are seven major groundwater basins in San Francisco and that of the seven, the Westside and Lobos Creek Basins are the best sources for generating a yield of potable water. He stated that the Visatacion Valley Basin, though not necessarily a potable water source, might be used for toilet flushing and irrigation. In this light Mr. Medberye noted that the City adopted a Dual Plumbing ordinance for new construction for certain locations i.e. Mission Bay, which allows for utilization of alternative sources of water for non drinking purposes.

Mr. Sato's Presentation

Mr. Sato introduced himself as the manager of the EHS-Water Quality Program. He explained that this program monitors and enforces standards for recreational waters (i.e. swimming pools, ocean beach waters). In addition, staff take water samples for bacterial and chemical analysis and work closely with the PUC water program regarding reports of water contamination. Staff conduct samples of shell fish and post appropriate quarantine signage.

Another component of the Water Quality Program is Cross Connection Control. A cross-connection is an unprotected actual or potential connection between a potable water system and a source of contamination (such as waste water, industrial fluids, or pesticides), where back flow can occur from the source of contamination into the potable water system. This Program monitors the installation and proper use of back flow devices to prevent such contamination.

Mr. Sato explained that the monitoring well component focuses on protection of underground water aquifers by collecting seismic and environmental data and confirming that aquifers are properly constructed. This program also conducts soil borings to collect data on hydro soils.

Mr. Sato indicated that San Francisco is also in the process of developing a Reclamation Master Plan to allow the use of reclaimed water from sources (including effluent from sewage treatment plants). This reclaimed water will be used to for the following purpoes: irrigate parks, flush toilets, and supply water to cooling towers, decorative fountains and fire sprinkler systems in may buildings in the City. All of these systems are presently supplied with potable water. Cross connections may be created when converting the existing plumbing to the reclaimed system, or reverting back to the potable water supply if the reclaimed water supply is insufficient to meet demand.

Mr. Lee's Presentation

By way of background Mr. Lee explained that in the middle 1980s the State Water Resource Board began to identify contamination of groundwater by petroleum hydrocarbons. In 1990 the State offered contracts to counties to implement local oversight programs in their environmental enforcement agencies. The Local Oversight Program (LOP) for San Francisco was implemented in 1992.

Mr. Lee clarified that and LOP site is defined as follows: Release from a UST and/or piping system; petroleum based product; confirmed release (i.e. laboratory report or visual evidence). In addition, residential USTs with capacities greater than 1,100 gallons are included in that definition.

Mr. Lee indicated that originally there were approximately 1,400 leaking USTs and that the LOP enforced closure of the majority of them. Currently, approximately 300 UST cases are active.

Mr. Lee enumerated the primary roles and responsibilities of the LOP as follow: Confirm release; identify and notify owner; oversee preliminary site assessment; determine site status; oversee remedial investigation, and development of a feasibility study, and Correction Action Plan.

Mr. Lee explained that the sites are prioritized as follows: Priority sites (High) impact on current drinking water resources that are impacted or likely to be impacted; Priority 2 (Moderate) sites impact on water resources other than currently used drinking water; and Priority 3 (Low) have minor or no potential water resource impact.

With regard to the City's basins, Mr. Lee stated that high priority is given to protection of both the Westside and Lobos Creek Basins.

Mr. Lee underscored that the LOP program works closely with the Water Quality Program's monitoring well component to oversee the drilling of monitoring wells used to determine the impact of petroleum leakage upon underground water. Also, the LOP receives reports of leaking USTs from the HMUPA that triggers its investigation and oversight functions. In addition, the LOP works closely with both the State Water Board (funding source) and the Region 9 Water Board which provides technical assistance and consultation.

Discussion

In response to a question from Mr. Kern, Mr. Medbery stated that in the event of a catastrophic break down of Hetch Hetchy, the City reservoirs can yield up to 7 days of water. In addition, there are a couple of months of reserve in both the Crystal Springs and San Andreas reservoirs. Mr. Medbery cautioned, however, that the extent and degree of damage to the Water systems in a catastrophic event is highly variable and that therefore any scenario is highly speculative.

Mr. Medbery noted that if a catastrophic earthquake were centered along the Hayward Fault this could result in severe damage the Irvington Tunnel. Repair to the tunnel could take anywhere from 30 to sixty days. The impact would be felt most greatly along the Peninsula. On the other hand, if the earthquake is along the San Andreas, the impact would be much more adverse to the City. Mr. Medbery clarified that these variables are factored into the long term Capital Improvement program for Seismic reinforcement of the Water systems.

Mr. Medbery stated that capital improvement estimates, based upon the Reliability studies, will be formally presented to the PUC and adopted before the end of the calendar year. He qualified that some of the capital improvement funding will need to be derived from bond issues placed before the voters.

In response to a question from Mr. Sacco, Mr. Sato stated that the Water Quality Program is responsible for the permitting wells. He qualified that there are only a small number of wells currently in existence in the City and that in order for a well to be permitted it must comply with all construction standards.

In response to a question from Mr. Lapin, Mr. Medbery stated that there are approximately 12 reservoirs in the City that provide local storage. In addition, the SFFD is equipped with fire boats that can pump water from the Bay. Mr. Sato added that there is also a high pressure auxiliary water system that the SFFD will use in an emergency. Mr. Sacco clarified that the auxiliary water system is supported by four reservoirs. Two are located at Twin Peaks, one at Jones Street, and one at Ashbury. He pointed out that that the Twin Peaks reservoirs can be augmented by bay water pumped into it by the SFFD Fire boats. Mr. Sato added that the City is peppered with numerous cisterns that can also augment the auxiliary water supply.

In response to a question from Mr. Kern, Mr. Medbery said the PUC is currently exploring the possibility of access to reservoirs in the Presidio. Mr. Sato interjected that the Presidio's reservoirs are relatively small. Mr. Medbery concluded that, in general, the City's water rights are constrained by the capacity and number of its reservoirs.

VII. Status of Supervisor Leno's proposed Mercury Ordinance

Mr. Lapin reported that new headlights being installed on luxury cars contain mercury. Mr. Sacco proposed that the Supervisor Leno address the issue of mercury in lights. Mr. Medbery reminded the HMAC that the Ordinance specifically addresses the issue of mercury in fever thermometers and that the Ordinance has already gone before the Environment and Committee of the Board and is not subject to revision. He added that Supervisor Leno is anxious to get the legislation signed and into practice.

Ms. Cone pointed out that overhead fluorescent lamps contain three forms of mercury. She argued that the disposal of fluorescent lamps is an issue. She noted that only one manufacturer, Philips, Inc. contains mercury below the threshold of what the Department of Toxic Substances Control considers hazardous.

Mr. Kern proposed that the issue of mercury containing light fixtures be explored and addressed as a future agenda item.

VIII. New Business/Old Business/Tentative Agenda

Ms. Cone reported that she had received a Grand Jury Report entitled "Neglect of Reporting Requirements." The Grand Jury investigated City agencies, commissions and advisory committees regarding their compliance with the administrative code. The report found that, overall, the HMAC was in compliance. An annual report, for fiscal 97/98, was submitted to the public library, however not to the Clerk of the Board. Ms. Cone reminded the HMAC that it has not produced an annual report for the last year (98-99) due to the lack of quorums. Mr. Josloff reminded the HMAC that minutes are not being provided to the library and the Clerk of the Board, nor are they being posted to the EHS website, due to the lack of a quorum to approve them.

The Committee adjourned at 10:00 a.m.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, June 1, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

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REVISED AGENDA

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

I	Introduction, Announcements, Approval of Minutes of April 6, 2000	8:30 - 8:35
II	HMUPA Report (Program Updates) – Pam Jin • Enforcement Update • Revenue Update	8:35 – 8:50
III	Discussion and Vote on HMAC Goals for Year 2000 Re: Draft HMAC 2000 Goals Document	8:50 – 9:00
IV	Discussion and Vote on HMAC By-Laws Re: Draft HMAC By-Laws	9:00 – 9:15
V	Discussion and Vote on draft response letter to Interim Grand Jury Report	9:15 – 9:25
VI	Discussion of Annual Report	9:25 – 945
VII	New Business/Old Business/Tentative Agenda	9:45 – 10:00

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Hazardous Materials
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FAX (415) 252-3910

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Adopted

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES ADOPTED ON AUGUST 3, 2000

Date: June 1, 2000

Members Present:	Sue Fandel, Gary Floyd, Mark Galbo, Kathryn Hyde, Doug Kern, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Steve Smykowski, Robert Trapani
Observers Were:	Pam Jin, (DPH - EHS), Lee Moore (DPH – EHS), Bruce Josloff (DPH - EHS), William Chan (City Attorney's Office)
Members Excused:	Mark Youngkin
Members Absent:	Jerry Grey, Ross Tibbits

The Meeting convened at 8:30 a.m.

I. Introduction, Announcements, Approval of Minutes

Mr. Medbery reported that over 4,000 mercury thermometers were turned in during the four collection events conducted over the month of May. He noted that participation increased with each successive weekend of the collection drive.

As a result of the fact that the HMAC achieved a quorum for this meeting, the minutes of the previous year were approved by unanimous consent. The minutes for May 5th were approved subsequent to several edits and changes noted by Mssrs. Lapin and Medbery.

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II. HMUPA Report – Pam Jin

- **Enforcement Update**

Ms. Jin reported that the proprietors of a site on 3rd Street failed to submit a complete payment as a result of their administrative civil penalties. Consequently, the City Attorney's office is seeking a judgement. In addition, the proprietors are continuing to make a modest effort in correcting violations, however there are still a number of outstanding violations. As a result, the City has decided to file a lawsuit against the proprietors.

Ms. Jin reported that an enforcement hearing regarding a Unocal site on Van Ness Avenue has been rescheduled, by request of the owners, for June 9th. Three additional small enforcement cases involve a dry-cleaning business and two auto shops. These cases involve unpaid fees and penalty issues.

- **Revenue Update**

Ms. Jin qualified that she is not able to provide specific revenue figures however, she is able to report that HMUPA revenues are covering administrative costs.

III. Discussion and Vote on HMAC Goals for Year 2000 - 2001

Mr. Kern distributed copies of the latest draft of the HMAC Goals. The only change to the text is to the subtitle that now reads **"Committee Goals For Year 2000 – 2001."**

Action Item: Motion to adopt Committee Goals for Year 2000-2001. (Motion put forward by Mr. Medbery and seconded by Mr. Smykowski)

The motion was approved by unanimous consent.

IV. Discussion and Vote on HMAC By-laws

Mr. Kern pointed out that Section 6: Attendance Policy, of the current draft of the by-laws has been modified by Ms. Stewart-Cocotis of the City Attorney's office to reflect the requirement that recommendations to remove a committee member must be put before the Board of Supervisors.

Mr. Chan qualified that since the Board of Supervisors is charged with appointing members, only that body has the authority to remove members.

Mr. Kern noted that the distinction between excused and unexcused absences has been removed.

Mr. Medbery stated that it was his understanding that a previous consensus had been reached regarding absences so that three absences would result in a deliberation by the committee as to whether or not to seek removal of the committee member. Mr. Kern concurred and agreed to amend the by-laws in Section 6, Attendance Policy, first paragraph to read "After the HMAC member's fourth absence, the HMAC **may report** the HMAC member's absences to the Board of Supervisors...."

In response to a question from Mr. Sacco, Mr. Kern underscored that the Committee would be flexible regarding leaves of absence and would deliberate on such requests on a case by case basis.

Mr. Kern stated that no distinction is made between excused and unexcused absences because the impact on Committee activities is the same . However, he stated that as a common courtesy, he hoped that the members would notify the Committee of anticipated absences.

Action Item: Motion to adopt the By-Laws with modification to the first paragraph, second sentence, to substitute "may" for "will." (Motion put forward by Mr. Kern and seconded by Mr. Sacco)

The motion was approved by unanimous consent.

V. Discussion and Vote on Draft Response Letter to Interim Grand Jury Report

Mr. Lapin proposed that the first sentence of the second paragraph should read **"In response to the report, the HMAC would like to make the following clarifications."** Mr. Smykowski proposed that the last sentence of the fourth paragraph should be a bulleted item to read as follows: **"We have an independent website that appears at www (address)."**

Action Item: Motion to approve the HMAC Response to the Grand Jury Report as modified by the Committee. (Motion put forward by Mr. Kern and seconded by Mr. Sacco)

The motion was approved by unanimous consent.

VI. Discussion of Annual Report

Mr. Kern stated that Ms. Cone will provide him with a summary of HMUPA activities for FY98-99 for incorporation into the Annual Report. Mr. Kern suggested that the Committee invite guest speakers and also conduct a few field trips to various sites in order to flesh out topics and materials for the next Annual Report.

VII. New Business/Old Business/Tentative Agenda

The Committee adjourned at 10:00 a.m..

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

Agenda

ANNOUNCEMENT OF A MEETING

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Date: Thursday, August 3, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

I	Introduction, Announcements, Approval of Minutes of June 1, 2000	8:30 - 8:35
II	HMUPA Report (Program Updates) – Sue Cone • Program Status • Enforcement Update • City Attorney Time	8:35 – 9:00
III	Action Item: Vote to determine how best to eliminate members that exceed current membership	9:00 – 9:20
IV	Discussion of Annual Reports for FY 98-99 and FY 99-00	9:20– 9:40
V	New Business/Old Business/Tentative Agenda	9:40 – 10:00

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

Date: August 3, 2000

Members Present:	Sue Fandel, Gary Floyd, Doug Kern, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Steve Smykowski, Robert Trapani, Mark Youngkin
Observers Were:	Sue Cone, (DPH - EHS), Bruce Josloff (DPH - EHS)
Members Excused:	Mark Galbo, Jerry Grey, Kathryn Hyde
Members Absent:	Ross Tibbits

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The Meeting convened at 8:30 a.m.

I. Introduction, Announcements, Approval of Minutes

The minutes of June 1, 2000 were unanimously approved.

II. HMUPA Report – Sue Cone

- **Program Status**

  Ms. Cone reported that HMUPA has acquired an additional inspector. She qualified that as a result of the State requirement that USTs be inspected on a yearly basis, the staff workload has increased. Consequently, the additional inspector will facilitate timely inspections of these sites. The inspector, Ms. Seretha Warren, previously worked in the EHS medical waste program and is a valuable addition to the HMUPA staff.

  Ms. Cone stated that HMUPA now has nine field inspectors and two lead inspectors and that, as a consequence, the program has been redistricted from 8 to 9 districts.

- **Enforcement Update**

  Ms. Cone announced that the City has reached a settlement agreement with the optical franchise, Site for Sore Eyes, Inc. She clarified that the violation involved an unauthorized release of a chemical used as an eyeglass tint that was determined, through a fish bio-assay, to be a hazardous waste.

  Ms. Cone reported that the State had determined that ARCO has had some difficulty coming into compliance with the UST deadline, even though the company had self-certified its sites. She indicated that five ARCO sites in the City are currently under investigation by the HMUPA.

  Ms. Cone reported that HMUPA staff are investigating a case in which MTBE has been determined to be present in the sump of an automobile repair garage. She noted that there are no USTs present at that location and that gasoline drainage from automobiles into the sump is the likely source of the MTBE.

- **City Attorney's Time**

  Ms. Cone reported that the DPH has reviewed HMUPA's budget expenditures for City Attorney time and has determined that the cost of this time far exceeds the Department's budget in those non essential areas where there are no cost recoveries. Consequently, all non essential functions for both HMUPA as well as the entire DPH will no longer involve staff time from the office of the City Attorney. Ms. Cone qualified that regular attendance at HMAC meetings by the City Attorneys is to be considered non essential. She assured the HMAC that phone consultation, as needed is still available from the City Attorney's office.

III. Action Item: Vote to Determine How Best To Eliminate Members That Exceed Current Membership

Mr. Kern indicated that Ms. Cone had recently received an inquiry from the Board of Supervisors with regard to how the HMAC intends to eliminate those members that exceed the 14 designated seats.

Mr. Kern reiterated Section 6, Attendance Policy, as outlined in the HMAC Bylaws. Based upon the current configuration of the HMAC, there are 14 participating members who are filling all the appropriate seats. There is some question regarding the current status of Ms. Hyde (Mayor's appointee) which hopefully will be clarified at the next scheduled meeting of the HMAC.

Mr. Kern indicated that Mr. Tibbits (Open Seat) has informed him that he may not be able to attend future meetings of the HMAC due to work schedule conflicts. Consequently, the HMAC may need to recruit a new member. Mr. Kern indicated that Mr. Delano and Mr. Helmuth have never attended a meeting of the HMAC and that Mr. Delano has officially resigned from the HMAC.

Ms. Cone was informed by the City Attorney's office that it is sufficient to send a letter of correspondence to Mr. Helmuth informing him that, based upon the provisions of the Committee's bylaws, he has been removed as a member of the HMAC.

There was unanimous agreement on the approach recommended by the City Attorney's Office.

IV. Discussion of Annual Reports for FY 98-99 and FY 99-00

Mr. Kern clarified that due to a consistent lack of quorums over the last 2 years in addition to the departure of Mr. Popkin from the HMAC, publication of Annual Reports for FY98-99 and FY 99-00 were postponed.

Mr. Kern proceeded to distribute draft copies of both reports to the members of the Committee. Several minor edits were made to the FY 98-99 report and it was approved unanimously by the Committee.

The draft report for FY 99-00 requires the summary of HMUPA activities which Ms. Cone will shortly provide. Several minor edits were made to the report. In addition, Mr. Kern will attach the Committee Goals Resolution for FY 2000-2001. Mr. Medbery suggested that a couple of sentences be included under each of the goals that would highlight those efforts that the HMAC has made, thus far, to meet the goals.

Mr. Medbery noted that the work the HMAC devoted to development of Website is a significant accomplishment and should be included in the FY 99-00 report. Mr. Kern concurred. The approved reports will be routed to the Health Commission, the Director of DPH, the Clerk of the Board of Supervisors and the Public Library.

V. New Business/Old Business/Tentative Agenda

Committee Goals for FY 00-01

Mr. Kern pointed out that the procedural goals for the HMAC have been met. They include modification of the HMAC Ordinance to facilitate a quorum;

modification of the bylaws to be commensurate with the City's charter; and modification of the bylaws to facilitate attendance and quorum requirements. He underscored that the HMAC will be able to accomplish many of the content goals set fourth in the Committee's Goals document

Mr. Kern canvassed the membership for consensus on which content goals they would be interested in working on over the next year. The following identifies those goals and the members who volunteered to work on them.

(2) Encourage public awareness and education on preventing hazardous materials releases form residences and businesses to the environment, San Francisco Bay and groundwater resources; and (8) In cooperation with appropriate agencies such as the Regional water Quality Control Board, identify potential stormwater runoff problems from hazardous materials that may be adversely affecting San Francisco Bay and make recommendations to the DPH. **(Mr. Floyd and Mr. Medbery)**

(4) Identify and initiate a review of existing city agency programs that inventory abandoned and potentially hazardous sites within San Francisco. **(Mr. Kern and Mr. Medbery)**

(3) Identify and recommend methods for easier public disposal of household hazardous waste. **(Ms. Fandel, Ms. Mann, Mr. Trapani and Mr. Sacco)**

(9) Identify and recommend to DPH the means by which the City might have a positive influence on regional air quality, through the actions, policies, and/or regulations of its various agencies. **(Ms. Mann and Ms. Fandel)**

Tentative Agenda

The tentative agenda for next month will include a review of the plans of each "goals" work group (i.e. Storm Water, Abandoned Sites, Air Quality, and Household Hazardous Waste). Ms. Mann proposed a future agenda item to include an initial presentation on power plant issues (adverse environmental impact vs. energy requirements). Mr. Kern will contact Mr. Richard Lee to schedule a presentation on Power Plant issues.

New Business

Ms. Fandel announced that the Nature Restoration Trust, a partnership of PG&E and the National Fish and Wildlife Foundation, announced that it is donating $30,000 to the San Francisco League of Urban Gardeners (SLUG) to support local youth in the restoration of three acres of wetlands in the industrial, low-income community of Bayview Hunter's Point.

The meeting adjourned at 10:00 a.m.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

Agenda

ANNOUNCEMENT OF A MEETING

Revised

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Date: Thursday, September 7, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

I	Introduction, Announcements, Approval of Minutes of August 3, 2000	8:30 - 8:35
II	HMUPA Report (Program Updates) – Sue Cone • Program Status • Enforcement Update	8:35 – 9:00
III	Discussion of Annual Report FY 99-00	9:00 – 9:15
IV	Discussion and Review of Plans to advance goals of the HMAC • Storm Water Issues • Abandoned Sites • Air Quality • Household Hazrdous Waste	9:15 - 9:55
V	New Business/Old Business/Tentative Agenda	9:55 – 10:00

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Disability Access

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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APPROVED BY COMMITTEE 10/5/00

Date: September 7, 2000

Members Present:	Sue Fandel, Gary Floyd, Kathryn Hyde, Donald Lapin, Steve Medbery, Steve Smykowski, Robert Trapani, Mark Youngkin
Observers Were:	Sue Cone, (DPH - EHS), Bruce Josloff (DPH - EHS), Russel Morine (Sanitary Fill Co.), Jason McKnight (SF Waste Mgmt Program)
Members Excused:	Jerry Grey, Doug Kern, Anthony Sacco
Members Absent:	Mark Galbo, Jennifer Mann, Ross Tibbits

The Meeting convened at 8:30 a.m. The meeting was chaired by Mr. Medbery.

I. Introduction, Announcements, Approval of Minutes

The minutes of August 3rd, 2000 were unanimously approved.

In response to a question from Mr. Trapani, Ms. Cone underscored that he is required to file the Annual Statement of Economic Interest issued by the Ethics Commission. She clarified that as a member of the HMAC, members are regarded as government officials and are therefore required to fill out and file this statement.

Ms. Hyde announced that she recently attended a one day conference hosted by Green Action and the Center for Health, Environment and Justice. The conference focused on the impact of dioxins in the environment. The conference was partially sponsored by an international organization entitled "Healthcare Without Harm." Ms. Hyde explained that the organization's efforts focus on the medical industry as it applies to waste incineration and minimization, disposal of plastics, mercury elimination, and Worker Health and Safety.

Ms Hyde announced that "Healthcare Without Harm" will host a one day working conference in San Francisco, in October, geared to high level healthcare professionals that will focus upon waste prevention activities and purchasing guidelines. Ms. Hyde suggested that representatives from SFGH, UCSF and DPH Executive Staff be invited to attend. She canvassed the HMAC for additional suggestions. In addition, she proposed that the HMAC invite a representative from "Healthcare Without Harm" to give a presentation at a future meeting of the Committee.

II. HMUPA Report – Sue Cone

- **Program Status**

Ms. Cone reported that steady progress has been made to implement the "Paperless Office" contract. She clarified that HMUPA staff recently met with the vendors, OMNI, Inc, to review the scope of work. Specifically, a systematic procedure will shortly be implemented to scan HMUPA files over several months. The scanning will be performed offsite by OMNI staff. Ms. Cone underscored that once a document is scanned and archived onto backup media (i.e. CDs), the paper document must be destroyed (shredded). Specifically, the legal interpretation requires that the digital document constitute the **only** legitimate record, thus requiring the destruction of its hardcopy.

Ms. Cone stated that the transition to a paperless office will be time consuming but that, in the final analysis, search, access, retrieval and review of documents will be far more timely and facile.

- **Enforcement Update**

By way of background Ms. Cone noted that several of ARCO's UST sites, in San Francisco and throughout the State, were self-certified but were later found to be in non-compliance with the 1998 compliance deadline. Ms. Cone reported that progress has been made between HMUPA and ARCO to bring the latter's UST sites in San Francisco into compliance.

Ms. Cone reported that a couple of minor enforcement cases, amounting to less than $50,000 in settlement monies, have recently been concluded. These cases involved failure to pay permit fees.

III. Discussion of the Annual Report FY 99-00

This item was deferred to the October of the HMAC.

IV. Discussion and Review of Plans to Advance Goals of the HMAC

- **Storm Water Plan (Mr. Medbery and Mr. Floyd)**

  Mr. Floyd distributed copies of a preliminary draft plan on storm water runoff issues developed by both he and Mr. Medbery. Mr. Floyd stated Mr. Medbery provided him with a report that details the City's storm water pollution activities and that this report greatly contributed to the preliminary draft plan outline.

  Mr. Medbery interjected that there is a fundamental distinction between San Francisco's Storm Water Program and that of the surrounding communities. Specifically, in the surrounding communities the storm water is channeled to a separate collection system and then flows directly to the ocean or bay or other receiving waters. On the other hand, San Francisco's storm water flows into a combined sewer system and then is pumped to a water pollution control plant where it undergoes different levels of treatment to remove particulate matter, before it is pumped into the Bay or Ocean.

  The outline defines and clarifies the purpose, objectives, methodology and proposed schedule for completion of the plan. The outline reads as follows:

  Purpose:

  - Provide public awareness and education on preventing of hazardous materials releases from residences and business to the environment, San Francisco Bay and ground water resources.

  Objectives:

  - Coordinate the public outreach efforts with those of other HMAC efforts and San Francisco's (City) excellent Educational Outreach component to the Storm Water Pollution Prevention Program since the purposes, objectives and methodologies may be complimentary;
  - Create and routinely update a repository of current information on related measures and activities of concern to City residents;
  - Engage interested residents and community groups in the design, conduct, and evaluation of hazardous materials release prevention; and

- Conduct evaluation on a regular basis and modify the HMAC's efforts based on the results of the evaluations.

Methodology:

- Reduce the discharge of pollutants that enter the environment, San Francisco Bay and ground water resources to the maximum extent practicable;
- Prioritize pollutants and geographic areas of most concern using data gathered from interested parties;
- Integrate hazardous materials pollution prevention program elements into existing City programs as much as possible;
- Look for and add a hazardous materials pollution prevention focus to other new programs and projects whenever possible; and
- Facilitate regular communication between City departments and stakeholders.

The proposed timeline for drafting, reviewing, completion and vote on the final storm water plan is six months.

Mr. Floyd stated that, for the November meeting of the HMAC, he will endeavor to prepare and present a report on the efforts of surrounding cities to prevent hazardous materials releases from residences and businesses into the environment, San Francisco Bay and ground water.

- **Abandoned Sites Plan (Doug Kern)**

In Mr. Kern's absence, Mr. Medbery provided copies of the outline of the preliminary draft plan. The outline reads as follows:

Purpose:

Protect the citizens and wildlife in the City and County of San Francisco from exposure to hazardous materials and situations brought about by properties that have been improperly abandoned.

Proposed Definition of an Abandoned Site:

For purposes of this investigation an abandoned site is a property where:

(a) Significant potential for exposure by hazardous materials to human health and the environment
(b) Evidence suggests that the property owner has left the site (lack of taxes paid, no upkeep for many months, materials are being dumped at the site without complaint by the property owner.)

Objectives:

1) Determine the universe of abandoned properties and their potential for soil and groundwater contamination in the City of San Francisco through coordination with relevant CCSF departments.

2) Report on the recommendations of investigation to the Department of Public Health, if warranted.

3) Report on any hazardous situations that may be identified through the course of the investigation whether the site meets the definition of abandoned or not.

Methodology:

1) Identify and initiate a review of existing city agency programs that inventory abandoned and potentially hazardous sites within San Francisco. (One such agency is the San Francisco Redevelopment Agency.)

2) Develop a contact within the agency within the agency who will cooperate with the Human Health and Environment goals of the SFMAC.

3) Create a list of abandoned sites in the CCSF.

4) Develop abandoned site evaluation criteria. Such criteria might include a preliminary list to start the discussion:

    a) Through visual inspection property contains exposed, unmaintained hazardous materials.
    b) Citizens have reported hazardous materials nuisance to police and/or fire departments.
    c) Hazardous materials on site are a threat to storm water runoff quality.

   d) Hazardous materials on site poses a threat to air quality.
   e) Site is near a school or day-care center
   f) Site poses a threat to groundwater

5) Prioritize abandoned sites for potential harm to human health and the environment, where possible.

6) Propose recommendations to the DPH for action, if warranted;

The proposed timeline for finalization of the abandoned sites plan is 10 months.

Mr. Medbery asked Ms. Cone if the HMUPA program maintains records or other information on abandoned sites. She responded that neither the HMUPA nor any other programs in the DPH-EHS focus on these sites. Mr. Lapin indicated that the State may be able to provide a list of abandoned sites.

Ms. Cone pointed out that clean up of abandoned sites is voluntary unless an imminent hazard is present. Also, an inspection of an abandoned site would not be authorized unless hazardous materials are suspected to be located at the site.

Mr. Smykowski agreed to work with Mr. Medbery and Mr. Kern on the Abandoned Sites Plan.

Mr. Medbery asked the HMAC members to review both the Abandoned Sites and Storm Water plan outlines and to provide comment at the October meeting of the committee.

- **Air Quality and Household Hazardous Waste**

  Ms. Fandel reported that the preliminary outlines for both the Air Quality and Household Hazardous Waste plans have not yet been prepared. She expressed some concern about both the detail and time that are required to draft the plans. Mr. Medbery responded that much of the methodology already exists. He underscored that the goal of the work groups, for each plan, is to review currently existing programs, and to both encourage and compliment these programs within the context of the HMACs efforts at outreach and support. Mr. Fandel stated that such an approach would facilitate preparation of the plans.

  Mr. Medbery suggested that in preparation for the Air Quality plan Ms. Fandel should inquire with the BAAQMD to review its programs. With regard to the Household Hazardous Waste Plan he suggested that PUC's Solid

Waste Program can provide useful information and documentation on currently existing waste disposal and recycling programs.

Mr. Lapin and Ms. Hyde agreed to work on the Hazardous Waste Plan. Mr. Lapin expressed a particular interest on efforts to recycle plastics.

V. New Business/Old Business/Tentative Agenda

Mr. Floyd reported that several neighborhood organizations in the Bayview Hunters Point district have expressed interest in conducting a brief forum on issues related to environmental justice. He suggested that representatives from these neighborhood groups be invited to give a brief overview of health issues in the Bayview Hunters Point district as it relates to industrial impacts in this area. Ms. Cone offered that a DPH task force on Bayview Hunters Point already exists and that it may be more appropriate to have the chairperson of that Task Force address the HMAC. Mr. Floyd agreed to contact the DPH Task Force.

Ms. Hyde expressed interest on the progress of the Sustainability Plan and how that plan could tie into the goals of the HMAC. She agreed to inquire with the Department of the Environment.

The Tentative agenda will include Discussion on the Annual Report for FY 99-00; review of plans on Household Hazardous Waste and Air Quality; and the HMUPA program updates.

The meeting adjourned at 9:40 a.m..

HAZARDOUS MATERIALS ADVISORY COMMITTEE

October 5, 2000

The Agenda of this meeting is missing.

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ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

Date: October 5, 2000

Members Present:	Sue Fandel, Doug Kern, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Steve Smykowski, Robert Trapani
Observers Were:	Sue Cone, (DPH - EHS), Bruce Josloff (DPH - EHS),Tim Gallagher (S.F. Port), Jason McKnight (SF Waste Mgmt Program)
Members Excused:	Gary Floyd, Mark Galbo
Members Absent:	Jerry Grey, Katheryn Hyde, Ross Tibbits, Mark Youngkin

The Meeting convened at 8:30 a.m. The meeting was chaired by Doug Kern.

I. Introduction, Announcements, Approval of Minutes

For the record, Mr. Sacco requested that it be duly noted that he was formally excused from the September meeting of the HMAC. The minutes of September 7th, 2000 were unanimously approved.

Mr. Trapani announced that he has now filed the Conflict of Interest declaration with the San Francisco Ethics Commission.

II. HMUPA Report – Sue Cone

- **Program Status**

Ms. Cone reported that the HMUPA is scheduled to be audited by the State in the early part of 2001. Currently, the program is conducting a self-audit of its activities.

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In response to a question from Mr. Medbery, Ms. Cone stated that the audit team will consist of representatives from each State agency that is responsible for CUPA programs. Representatives will include members from the Department of Toxics Substances Control, the Governor's Office of Emergency Response, the Office of the State's Fire Marshal, and the State's Water Resources Control Board. Ms. Cone qualified that the audit will be very intensive and that the HMUPA will conduct both an entrance and exit conferences with the audit team.

Ms. Cone noted that the report of the previous State audit was critical of the fact that the HMUPA had not begun to collect the State surcharge by the required date. Otherwise, the HMUPA was given a high rating by the State. For this year the HMUPA is in the process of retroactively collecting this charge for fiscal year 96-97.

Ms. Cone announced that on October 6th the HMUPA will be hosting a delegation from Japan. The delegation consists of Japanese professionals who are involved in the management of hazardous materials. The HMUPA will provide information to the Japanese representatives on its hazardous materials management and enforcement provisions and regulations.

- **Enforcement Update**

Ms. Cone announced that three code enforcement cases are pending with the City Attorney's office.

With regard to the ARCO sites, Ms. Cone stated that to the best of her knowledge the three stations are now in compliance and the case is currently under review.

III. Action Item: Discussion of the Annual Report for FY 98-99 and Discussion and Approval of the Annual Report for FY 99-00

Ms. Cone clarified that both the FY 98-99 and FY 99-00 Reports will be distributed to the Health Commission and the Board of Supervisors concurrently.

For the record, the report for FY 98-99 has already been approved by the HMAC. With regard to FY 98-99 Mr. Medbery proposed a minor edit to the first bulleted item on page one to read as follows: "Discussion of Water Delivery System and Reliability Issues."

With regard to the report for FY 99-00, Mr. Lapin proposed that on page 2 under Y2K, the second sentence of the second paragraph should be edited to read as follows: "There were no reported hazardous materials related problems on 1/1/00 in San Francisco."

Ms. Cone proposed that on page 1, after the 1st paragraph, a second paragraph be inserted to read as follows: "Recognizing the difficulty in achieving a quorum, the Committee sought to reduce its required membership and to fill its existing vacancies."

Motion: Approval of the FY 99-00 Annual Report following edits and additions proposed by the members. (Motion made by Mr. Medbery, seconded by Mr. Sacco and approved unanimously by the Committee.)

IV. Discussion and Review of Plans to Advance Goals of the HMAC

- **San Francisco Household Hazardous Waste (Sue Fandel)**

Ms. Fandel distributed copies of the Household Hazardous Waste plan and solicited comment from the committee members. The plan is outlined as follows:

Purpose:

Identify and recommend methods for easier disposal of household hazardous waste and recyclable waste for households. Communicate methods in a Community Outreach Program.

Type of Waste:

a) Aerosol Cans
b) Aluminum-Cans/Scrap
c) Antifreeze
d) Batteries-dry cell (alkaline and carbon zinc)
   lithium
   nickel cadmium
   wet cell, gel cell
e) Computers
f) Construction debris
   glass
   nails
   old roofing materials
   wood/asbestos siding
   wood shingles

g) Glass
h) Mercury-thermometers, thermostats, headlights
i) Motor Oil
j) Paint
   latex
   oil based
k) Paper
   newspaper
   junk mail
   shipping materials
l) Plastic
   Types 1 – 7
   Styrofoam
m) Silver-x-ray, other photographic
n) Mercury

Objectives

1) Determine amount and type of hazardous waste that is being improperly disposed of with regular garbage in San Francisco.
2) Determine amount and type of recyclable waste that is being deposed of with regular garbage in San Francisco.
3) Assess how other programs, agencies and cities handle residential hazardous waste and recyclable waste disposal.
4) Develop plans for making it easier for residents to properly dispose of waste.
5) Prepare Community Outreach Program to educate residents on proper disposal of hazardous waste and recyclable waste incorporating easier methods for them to use.
6) Coordinate the community outreach program with existing City programs.
7) Implement the program.

The proposed timeline for draft, review, completion and vote on the final Plan for household hazardous waste is 6 months.

Ms. Fandel indicated that Ms. Hyde has been in contact with the Department of the Environment and that the latter is willing to provide relevant and detailed information on recycling. Specifically, the Department of Environment offered to develop joint FAQ sheets for the HMAC's Community Outreach Programs and to provide a link between its website and that of the HMAC.

Mr. McKnight noted that the Solid Waste Management Program has a website for recycling and hazardous waste disposal at the following addresses: www.sfrecycle.org or www.hazwaste.org. He clarified that the Solid Waste

Management Program oversees recycling, organics and hazardous waste disposal streams.

Mr. McKnight underscored that latex paint and motor oil constitute two of the largest household hazardous waste streams that are legally disposed of through the Solid Waste Management's neighborhood collection site program.

In response to a question from Mr. Sacco, Mr. McKnight stated that the Solid Waste Program recently hosted a pilot program to collect obsolete computers. He clarified that the computers were transported to a computer recycling plant in Roseville, California.

In response to a question from Mr. Trapani, Mr. McKnight stated that the Solid Waste Program recently provided a $100,000 grant to a San Francisco company called HMR to facilitate and expand its recycling operation of cathode ray tubes.

Mr. McKnight explained that the rapid advances in electronic and computer technologies have resulted in increasingly complicated components made from a variety of materials that are difficult to extract and recycle or properly dispose of. For example he cited computer boxes which contain flame retardant bromides that are extremely toxic.

Mr. McKnight referred to the Silicon Valley Toxics Coalition website at **www.svtc.org**. The site lists and documents the variety of chemicals contained in computer components. Mr. McKnight clarified that approximately 90% of obsolete computers are currently held in storage by their owners and that the hope is that sufficient incentives will drive computer recycling industries to expand and develop efficient and cost effective methods to process computer components.

Mr. McKnight concluded by stating that he can provide Ms. Fandel with substantial information regarding currently existing household hazardous waste disposal and recycling programs.

Discussion on the Air Quality Plan was deferred to the next meeting of the HMAC.

V. New Business/Old Business/Tentative Agenda

Mr. Kern was informed by Ms. Cone that Mr. Richard Lee of DPH EHS Special Projects will be available to give a presentation on the Southern Energy Power Plant for the next meeting of the Committee.

Ms. Mann proposed that the HMAC discuss the recent Hunters Point Naval Shipyard Fire. Mr. Sacco suggested that Captain Grey or another SFFD representative provide the HMAC with a report on the nature and extent of the fire and the manner in which Federal, State and local agencies communicated with each other and abated the fire. Mr. Sacco agreed to contact Captain Grey of the SFFD.

Ms. Mann agreed to contact Ms. Karen Pierce of the Bayview Task Force to give a presentation on environmental justice issues surrounding the shipyard fire.

The agenda will include continued discussion and development of the plans by the committee work groups.

The Committee adjourned at 9:40 a.m.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Agenda

Date: Thursday, November 2, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

I	Introduction, Announcements, Approval of Minutes of October 5, 2000	8:30 - 8:35
II	HMUPA Report (Program Updates) – Sue Cone • Program Status • Enforcement Update	8:35 – 8:40
III	Report on Southern Energy Power Plant – Richard Lee	8:40 – 9:00
IV	Report on Environmental Justice Issues in the Bayview-Hunters Point – Karen Pierce	9:00 – 9:15
V	Report on the Fire at the Hunters Point Shipyard – Jerry Grey	9:15 – 9:30
VI	Discussion and Review of Plans to advance goals of the HMAC • Storm Water Issues • Abandoned Sites • Air Quality • Household Hazardous Waste	9:30 - 9:55
VII	New Business/Old Business/Tentative Agenda	9:55 – 10:00

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 401 Van Ness Avenue, Room 402, San Francisco, CA.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

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ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

Date: November 2, 2000

Members Present:	Sue Fandel, Gary Floyd, Mark Galbo, Jerry Grey, Kathryn Hyde, Doug Kern, Donald Lapin, Jennifer Mann, Steve Medbery, Anthony Sacco, Steve Smykowski
Observers Were:	Sue Cone, (DPH - EHS), Bruce Josloff (DPH - EHS), Richard Lee, Dr. Lee Moore (DPH-EHS), Tim Gallagher (S.F. Port), Jason McKnight (SF Waste Mgmt Program), Russel Morine (Sanitary Fill Co.), James Browne (Golden Gate University), Karen G. Pierce
Members Excused:	Robert Trapani is on Jury Duty
Members Absent:	Ross Tibbits, Mark Youngkin

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The Meeting convened at 8:30 a.m. The meeting was chaired by Doug Kern.

I. Introduction, Announcements, Approval of Minutes

The minutes of October 5, 2000 were approved without comment.

II. HMUPA Report – Sue Cone

- **Program Status**

  Ms. Cone reported that the document scanning project is moving ahead and that the files will be prepared, by staff, for scanning. She noted that the file preparation portion will be rather extensive and time consuming. The scanning will be performed by OMNI Scanning & Microfilm Services, the consulting firm hired for the project, and will be conducted off site beginning in December.

Ms. Cone stated that the archiving of files into digital format will facilitate the ability of staff to provide file reviews by the public. The requested files can be copied to a compact disk and the public can review them on-line.

- **Enforcement Update**

Ms. Cone reported that steady progress is being made with regard to several enforcement cases that are currently under review by the City Attorney's Office. One case involves non compliance issues with the new owner of site that was previously a Coca-Cola plant. A second case involves a gasoline leak at a Union 76 Station on Van Ness.

III. Report on the Southern Energy Power Plant – Richard Lee

Mr. Lee began by clarifying his role in the application for construction of the Potrero Power Plant Unit 7. He stated that his objective is to coordinate and collect the comments regarding Southern Energy Company's application on behalf of the Department of Public Health. These comments will come from various city agencies and a Citizens group and will be presented to the California Energy Commission (CEC). The California Energy Commission will determine if and how the plant is constructed.

Mr. Lee stated that there are two existing power plants in San Francisco which emit some pollutants within regulatory limits but are not as efficient as new plants. They are the Potrero Power Plant, which was purchased from PG & E by Southern Energy Co. in 1999, and the PG&E Hunters Point Power Plant. Included in the purchase agreement was a stipulation that Hunters Point Plant would be shut down when the energy the plant generates is replaced by another source. In addition, PG&E gave $13 million to the community. The Department of the Environment is charged with the process of allocating that money in the form of grants.

Mr. Lee explained that California's energy demands are expected to greatly increase over the next decade as new businesses move into the City. He pointed out that recent 'brownouts" are putting pressure on the California Energy Commission to approve more power plants.

Mr. Lee stated that the new power plant will be constructed within site of the existing 20-acre Potrero site. The site is surrounded by industrial uses to the north, south, and west. San Francisco Bay is located to the east. The plant is described as a nominal 540 MW natural gas-fired power generating facility. The plant will be equipped with two natural gas-fired combustion turbine generators with heat recover steam generators supplying steam to a single steam

turbine generator. The generators will be enclosed in a building shroud. The plant will be fueled by natural gas coming in through lines to the existing Potrero Power Plant, assuming that the Hunters Point Plant has been shut down.

Mr. Lee clarified that with regard to air pollution controls, a Selective Catalytic Reduction System will be implemented to control nitrogen oxides. A CO catalyst to control carbon monoxide emissions will be utilized. In addition, water from the Bay will be used for cooling. A new water intake structure and discharge system will be constructed. Water will also be used for steam generation.

Mr. Lee noted that the cost of construction will be between $230 million and $320 million and that construction will be completed by the end of 2003. The workforce will total 17 to 287 during construction and 10 during operation. The operating level will vary according to demand in the deregulated California Energy market. Mr. Lee pointed out that prices and operational levels are not subject to CPUC regulation. He anticipates that the operation levels will be close to 85% of capacity. This is significantly higher than the existing plants that are operating at approximately 40% of capacity. Mr. Lee noted that, because operating levels will be higher, there will be increased air emissions. However, the emissions will be substantially cleaner.

Mr. Lee explained that a review process commenced on October 11, 2000. The CEC will hold public workshops and hearings to determine if the project should be constructed and operational. Workshops will allow input from public and local, state, and federal agencies. City departments will work through the Mayor's Office and the City Attorney to provide comments on the application. City departments have already provided Data Adequacy comments. A committee appointed by the Board of Supervisors, called The Potrero Power Plant Citizens Advisory Task Force, will provide input and recommendations to the Board on the proposed plant. The Committee is composed of 13 members of the Potrero and Dogpatch neighborhoods, as well as representatives of the Mayor's Office, the Dept. of Environment, PUC, DPH, the Board of Supervisors, and labor.

IV. Report on the Environmental Justice Issues in the Bayview-Hunters Point - Karen Pierce

Ms. Karen Pierce of the Department of Public Health's Bayview-Hunters Point Task Force addressed the issues surrounding notification of the Bayview Hunters Point Community of a fire that began on August 16, 2000 at the Parcel E landfill at the Hunters Point Shipyard. Ms. Pierce underscored that Parcel E is a superfund site and thus is a regulated, contaminated hazardous waste site.

Ms. Pierce was primarily concerned with the timeline for notification to the community. She stated that the fire smoldered and burned for approximately 3 weeks before the community was notified and that during that time materials within the landfill were burning. In addition, she stressed that air sampling did not commence until September 8th and that this sampling does not fully characterize the exposure from the weeks prior to September 8th. Ms. Pierce indicated that a number of residents in public housing located near and above the fire location have been complaining of a variety of symptoms, including headaches, nausea etc.

Ms. Pierce indicated that the Navy, in conjunction with the EPA, decided that the best interim solution was to install a landfill cap. This work was tentatively scheduled to be completed by September 29th. Ms. Pierce stated that the community is concerned that no further measures will be taken and that the landfill cap will become the permanent solution. She clarified that it is her understanding that according to EPA guidelines, capping of toxic sites is not recommended when the site is proximate to a shoreline.

Ms. Pierce said the community is further frustrated by the fact that the Navy cannot provide documentation on the materials that may have been burning in the landfill.

Ms. Pierce stated that the Navy has agreed to work with the Bayview-Hunters Point Task Force to develop a plan to notify affected residents when there is a possible toxic spill on shipyard property. Such notification would occur subsequent to notification to City agencies i.e. SFFD, OES, DPH.

V. Report on the fire at the Hunters Point Shipyard – Jerry Grey

Captain Grey reported that the Navy spent $4 million to cap the landfill. He underscored that there are ten firefighters regularly assigned to the Hunters Point Shipyard and that to the best of their knowledge the fire has been successfully suppressed. In addition, there are sample wells around the perimeter of the fire location. It is Captain Grey's understanding that to this date air, soil and water sampling results do not suggest that harmful public exposure to significant amounts of hazardous chemicals and elements have occurred. He noted that he interviewed several firefighters who were at the scene when the fire occurred. The firefighters informed him that the prevailing wind patterns were blowing the smoke out towards the Bay.

By way of background, Captain Grey noted that the frequent fires that occur at the shipyard occur in dry-dock in the ship dismantling zone. Generally speaking, SFFD units are called to the dismantling operations for preventative measures only. The fires are generally very minimal and are easily suppressed and air monitoring is conducted on a routine basis.

Captain Grey qualified that the southern region is populated with landfills going back several decades and that fires are not uncommon. He underscored that when a fire spreads below grade it is very difficult to suppress and often takes considerable time and effort.

Ms. Mann reiterated Ms. Pierce's point that much of the Bayview-Hunters Point community's anxiety and anger is due to a perceived failure on the part of the Navy to communicate to the community the extent and nature of the fire in a timely and effective manner.

Captain Grey agreed with Ms. Mann and Ms. Pierce that a procedure for notification to the Bayview-Hunters Point community by the Navy should be developed and implemented with the expressed purpose of preventing misunderstandings in the future. Ms. Pierce said a protocol for monitoring and notification for those fires involving superfund sites should be developed and implemented. To address some of the more immediate concerns, Captain Grey agreed to contact the Navy and to request that warning signage be posted around the site of the fire.

Ms. Pierce proposed that a project be funded to collect data on the characteristics of the waste in the landfills in the Hunters Point area. Ms. Moore interjected that because the landfill is a superfund site, the EPA should have this information. Mr. Kern stated that he served for several years on the Hunters Point Restoration Advisory Board. He pointed out that the Hunters Point clean up efforts have been conducted over several decades and that massive sampling data has accumulated over that time. He summarized that substantial documentation is available and that a number of environmental organizations are involved in the ongoing cleanup.

Mr. Kern suggested that the HMAC give some thought to a possible recommendation aimed at facilitating communication between the Navy and the Bayview-Hunters Point community.

VI. Discussion and Review of Plans To Advance Goals of the HMAC

Due to the length of the previous topics under discussion, discussion and review of the plans were calendared to the next scheduled meeting of the HMAC.

VII. New Business/Old Business/Tentative Agenda

Item #6 was carried over to the next scheduled meeting in December.

The meeting adjourned at 10:00 a.m.

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ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF A MEETING

Date: Thursday, December 7, 2000
Time: 8:30 a.m. - 10:00 a.m.
Place: Department of Public Health
101 Grove Street, Room 302

PUBLIC COMMENT WILL BE TAKEN ON EACH ITEM

I Introduction, Announcements, Approval of Minutes of October 5, 2000 8:30 - 8:35

II HMUPA Report (Program Updates) – Sue Cone 8:35 – 8:40
- Program Status
- Enforcement Update

III Discussion and Review of Plans to advance goals of the HMAC 8:40 - 9:55
- Storm Water Issues
- Abandoned Sites
- Air Quality
- Household Hazardous Waste

IV New Business/Old Business/Tentative Agenda 9:55 – 10:00

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ENVIRONMENTAL HEALTH MANAGEMENT
Hazardous Materials Advisory Committee

HAZARDOUS MATERIALS ADVISORY COMMITTEE

Date: December 7, 2000

Members Present:	Sue Fandel, Gary Floyd, Kathryn Hyde, Doug Kern, Donald Lapin, Steve Medbery, Anthony Sacco, Steve Smykowski, Robert Trapani
Observers Were:	Sue Cone, (DPH - EHS), Bruce Josloff (DPH - EHS), Dr. Lee Moore (DPH-EHS), Tim Gallagher (S.F. Port), Jason McKnight (SF Waste Mgmt Program), Russel Morine (Sanitary Fill Co.), James Browne (Golden Gate University), Karen G. Pierce
Members Excused:	
Members Absent:	Ross Tibbits, Mark Youngkin, Mark Galbo, Jerry Grey, Jennifer Mann

The Meeting convened at 8:30 a.m. The meeting was chaired by Doug Kern.

I. Introduction, Announcements, Approval of Minutes

The minutes of November 2 were reviewed and several comments and edits were offered by Committee members. Approval of the minutes were carried over to the next scheduled meeting of the HMAC.

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II. HMUPA Report – Sue Cone

- **Program Status**

Ms. Cone announced that the Project Director for the Local Oversight Program (LOP) recently resigned. Consequently there is an existing vacancy in the LOP Program. The minimum qualifications for the position include certification for a Registered Geologist (RG) or Professional

Engineer (PE). Ms. Cone asked the Committee members to canvass their associates to determine if any parties would be interested in applying for the position.

Ms. Cone clarified that staffing for the LOP includes 2.5 professional staff and one administrative staff, in addition to the Project Director who supervises the staff. The program is responsible for oversight of sites that are contaminated as a result of leaking Underground Storage Tanks. Ms. Cone explained that the LOP's funding is derived from a grant from the State Water Resources Control Board and that the latter is billed for staff time by DPH – EHS on a quarterly basis.

- **Enforcement Update**

Ms. Cone reported that the HMUPA is currently involved with four major enforcement cases. She will provide the Committee with updates as these cases proceed.

III. Discussion and Review of Plans to Advance Goals of the HMAC

- **Household Hazardous Waste**

Mr. Lapin reported on a project called "the Clean Computer Campaign" that is sponsored by the Silicon Valley Toxics Coalition. A report, issued by the Coalition, was published on the Coalition's website. The URL for this website is www.svtc.org/cleancc/99reportcard.htm. Mr. Lapin explained that the campaign researched major computer corporations in the United States and Canada by way of surveys distributed to leading computer manufacturers, as well as a review of policies available through manufacturer websites.

The focus of the project was to determine, as precisely as possible, the manufacturers' consumer policies with respect to the following issues: The use of hazardous materials in computers; the ability to upgrade one's computer; and the ability to return old computers to manufacturers for safe reuse and recycling. Manufacturers were given an overall rating based upon the degree of their accountability regarding types of materials used and attitudes towards waste management.

The Clean Computer Campaign also offers a list of computer recycling centers in the San Francisco Bay area. The URL for this list is www.svtc.org/cleancc/recyclelist.htm. In response to a question from Mr. Medbery, Mr. Lapin clarified that both the Salvation Army and the St. Vincent's de Paul Society are listed as recipients of computers as tax deductible donations.

Mr. Trapani added that the City's Solid Waste Management Program sponsors a program that currently includes eight participating computer stores that will accept old computers and route them to recycling facilities, such as HMR, Inc. Ms. Hyde offered that the Mayor recently authorized a new program for San Francisco that will provide additional drop off locations for computer recycling.

Mr. Lapin stated that it his recollection that Mr. McKnight, of the City's Solid Waste Program, indicated at a previous meeting of the HMAC that the computer recycling program is a limited project. Specifically, this program is funded through limited City funds or grant monies.

Ms. Fandel stated that P G &E sends its old computers to a company called HMR, Inc. for recycling. She recently contacted this company in order to clarify its policies and procedures. According to Ms. Fandel, HMR, Inc. has a resale market for virtually every computer component. This includes outdated personal computers, peripherals, lead and glass from monitors, and platinum, silver, and gold from circuit boards. None of these materials are routed to landfills. Ms. Fandel stated that individuals can drop off their computers at the facility, which is located at 435 23rd Street.

Mr. Kern inquired about information regarding battery recycling programs. Mr. Morine of Sanitary Fill Company stated that there are several drop off locations for batteries throughout the City but that there is no coherent system in place to recycle batteries. However, he underscored that Sanitary Fill will receive all categories of batteries between and including Thursdays through Saturdays.

Mr. Morine stated that once a year the Sanitary Fill Company sponsors, as a service to San Franciscans, a household hazardous waste drop off site in the City. Batteries, paints, solvents, automotive oil, etc. are accepted at the drop off point.

- **Abandoned Sites**

Mr. Kern stated that he will initiate inquires with various City agencies to determine if there are existing lists of abandoned properties. Mr. Kern has asked Mr. Medbery and Mr. Smykowski to assist him in developing abandoned site inventories.

- **Storm Water Issues**

Mr. Floyd stated that the PUC, through Mr. Medbery, has provided him with very useful information on the PUC's approaches to storm water issues. Upon review of the information provided by other municipalities through their websites, Mr. Floyd stated that he and Mr. Medbery have discussed the possibility of making PUC's information more accessible vis-à-vis that agency's website and/or other methods. Mr. Medbery added that he will discuss the publication of Storm Water information with his staff.

Mr. Medbery noted that in San Francisco most sewer systems combine storm water and waste water. Consequently, storm water receives substantial treatment through waste water treatment plants.

IV. New Business/Old Business/Tentative Agenda

- **Lead Clean-up of Firing Range**

Mr. Medbery reported that an interim clean up action of the Firing Range at the Peninsula Sportsman's Club is underway. The first phase includes the clay targets. This location is contaminated with lead and PNA hydrocarbons. At this juncture most of the contaminants are off site.

With respect to the clean up of remaining contaminants, a decision has yet to be reached with the Water Quality Regional Board (WQRB) as to how to effectively dispose of these materials. With regard to clean up of the salt pond, tentative agreement has been reached with the WQRB as to which standards will be applied in the clean up. At this time the PUC has conducted a remedial alternatives analysis.

Discussion of the plans to advance the HMAC's goals will be carried over to the next scheduled meeting of the Committee.

The Committee adjourned at 9:30 a.m.